



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT
SDLF Platinum-Level of Governance



President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Robert Leete • Director – Bill Mayer

TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

Regular Board Meeting
Wednesday, May 20, 2020

7:00 P.M. Regular Board Meeting

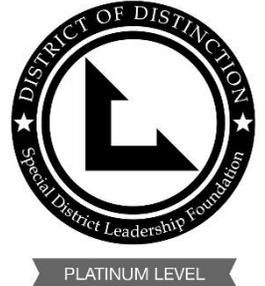
Community Center
1601 Discovery Bay Boulevard



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President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Robert Leete • Director – Bill Mayer

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday May 20, 2020
REGULAR MEETING 7:00 P.M.
Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: <http://www.todb.ca.gov>**

NOTICE Coronavirus COVID-19

In accordance with the Governor’s Executive Order N-33-20, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Board Chambers will be closed to the public.

To accommodate the public during this period of time that the Board’s Chambers are closed to the public, the Town of Discovery Bay Community Services District Board of Directors has arranged for members of the public to observe and address the meeting telephonically.

**TO ATTEND BY TELECONFERENCE:
Toll-Free Dial-In Number: (877)778-1806
CONFERENCE CODE **891949****

Download Agenda Packet and Materials at <http://www.todb.ca.gov/>

SPECIAL MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance.
3. Roll Call.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Board on any issue within the District’s jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter as the law strictly limits the ability of Board members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Board only. Any clarifying questions from the Board must go through the President. Comments from the public do not necessarily reflect the viewpoint of the Directors.

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of Regular Board Meeting for May 6, 2020.
2. Approve Register of District Invoices.

D. PRESENTATIONS

E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of April 2020

F. DISCUSSION ITEMS

G. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action to Approve Scope of Work of Luhdorff and Scalmanini, Consulting Engineers to Produce the 2020 Urban Water Management Plan.

H. MANAGER'S REPORT

1. Finance Manager Presentation of Fiscal Year 2020-21 Preliminary DRAFT Operating Capital and Revenue Budget.

I. FUTURE AGENDA ITEMS

J. ADJOURNMENT

1. Adjourn to the regular meeting on June 3, 2020 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



SDLF Platinum-Level of Governance

President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Robert Leete • Director – Bill Mayer

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday May 6, 2020
REGULAR MEETING 7:00 P.M.**

Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov

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CONFERENCE CODE **891949**

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REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By President Pease.
2. Pledge of Allegiance – Led by Director Leete.
3. Roll Call - All Present.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

None.

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of Regular Meeting for April 15, 2020.
2. Approve DRAFT minutes of Special Meeting for April 16, 2020.
3. Approve Register of District Invoices.

Motion by Vice President Gutow to approve the Draft Minutes and Register of District Invoices noted in Agenda C.

Second by Director Mayer.

Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

D. AREA AGENCIES REPORTS / PRESENTATION

1. Supervisor Diane Burgis, District III Report.
Deputy Chief of Staff for Diane Burgis, Lea Castleberry provided instructions for responding to the Census online. Announcement was given that the County Census Coordinator is seeking volunteers to help with the count of Census responses. For volunteer information, please reach out to Lea Castleberry directly. Update was given regarding modification of the Shelter in Place order. Additional sites for COVID-19 testing will be opening. A reminder was recapped that on April 22, 2020 Governor Newsom issued an order that protective masks are required to be worn when out in public or at essential businesses when social distancing is difficult. Update on moratoriums were discussed. CCHHealth.org has resources for residences who have questions about COVID-19.
2. Sheriff's Office Report.
Lieutenant Mark Johnson reports that crime is up overall. Lieutenant Johnson reminded us that they are highly visible and being proactive to deter crimes and encouraged the public to continue to call and report criminal activity and suspicious behavior.
3. CHP Report.
Officer Donnie Thomas reported on local arrests. Officer Thomas indicated that written and verbal warnings were issued for social gatherings and large crowds.
4. East Contra Costa Fire Protection District Report.
East Contra Costa Fire Department Battalion Chief, Ross Macumber reported on response time to calls, local fires and roadway accidents. He expressed hesitation by the public to call 911 due to worries of being in close contact with COVID-19 illness if a hospital visit was required. Battalion Chief Macumber expressed awareness of public concern regarding mailer sent to local communities regarding destruction of weeds and abatement of flammable vegetation and rubbish. Update was given on new fire engines anticipated to be in service by July 1, 2020.
Director Mayer discussed the tone of the letter and said the letter relayed a fine was going to be issued. Battalion Chief Macumber will consider rewording the letter in the future.

E. LIAISON REPORTS

F. PRESENTATIONS

G. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action to Approve Draft Annual Water Quality Report/Consumer Confidence Report - Reporting year 2019.
Executive Assistant, Maddie Kibriya presented Draft of Annual Water Quality Report/ Consumer Confidence Report (CCR) 2019. Contents of the Report and its structure were explained. Executive Assistant Kibriya explained background of the report's purpose and gave details of information contained in the annual report. If approved by the Board, this report will be mailed out to the public by July 1, 2020.
Motion by Director Leete to approve the Draft Annual Water Quality Report/Consumer Confidence Report 2019.
Second by Director Graves.
Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0
2. Discussion and Possible Action to Adopt Resolution 2020-10 Adopting the Initial Study and Mitigated Negative Declaration and Approving the Old River Diffuser Outfall Repair Project.
District Engineer Gregory Harris advised the Board that advertisement was done to adopt the Initial Study and Mitigated Negative Declaration and one comment was received by Fish and Wildlife. Meeting was held with Fish and Wildlife and an adjustment to the report was requested. Advisian provided update on modified ISMND and Fish and Wildlife is on board with the project. Request was made to adopt the ISMND and issue a Notice of Determination to proceed with regulatory permitting.
Director Leete asked for the projected timeline for repairing the diffusers.
District Engineer Harris indicated the timeline significantly depends on turnaround time of Fish and Wildlife, however estimated project will be completed in about a year.
Motion by Director Graves to adopt Resolution 2020-10 Adopting the Initial Study and Mitigated Negative Declaration and Approving the Old River Diffuser Outfall Repair Project.
Second by Director Mayer.

Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

3. Discussion and Possible Action to Approve Resolution No. 2020-09, Approving the Installation of a Groundwater Test Well on Parcel C of the Pantages Subdivision Number 9010, Adopting a CEQA Exemption and Directing Filing of the Notice of Exemption.

Project Manager Mike Yeraka discussed the possibility to build a Test Well and some Monitoring Wells on Parcel C on the Pantages Subdivision. To use this site, it will need to be determined to be a viable site.

Original budget of \$4.9 million has been adjusted to \$4.4 million for this project.

Director Gutow asked if other parcels had been closely considered for this project.

Project Manager Yeraka explained other sites were considered but are not favorable.

Motion by Director Graves to adopt resolution 2020-09 approving installation of a groundwater test well and adopting a CEQA Notice of Exemption; and authorize staff to file the Notice of Exemption with Contra Costa County Clerk's Office; and authorize the General Manager to obtain a Temporary Easement Agreement with Pantages and then proceed with the project.

Second by Director Mayer.

Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

4. Discussion and Possible Action Authorizing Luhdorff & Scalmanini to Construct a Test Well, Perform Soil and Water Testing and Obtain Regulatory Siting Concurrence on Parcel C of the Pantages Subdivision in the Amount of \$172,775 for Future Well 8 Project.

Project Manager Mike Yeraka requested approval to have Luhdorff & Scalmanini perform a Hydrogeologic Investigation. Project Manager Yeraka also recommended authorizing Town General Manager to execute consulting agreement with LSCE.

Director Mayer expressed interest in having Pantages keep location maintained and in good condition.

Motion made by Director Mayer to approve the Scope and Budget contained in the Luhdorff & Scalmanini (LSCE) Proposal letter dated April 23, 2020 to perform Hydrogeologic Investigation for Future Well 8; and authorize the General Manager to execute the Town's standard form of Consulting Agreement with LSCE to perform the Hydrogeologic Investigation in the amount not to exceed \$172,775. LSCE to proceed upon the General Manager obtaining a Temporary Easement Agreement with Pantages.

Second by Director Leete.

Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

H. MANAGER'S REPORT

1. Parks and Landscape Manager, -Bill Engelman- Update on Parks and Landscape.

Parks and Landscape Manager, Bill Engelman gave update on deferred maintenance and streetscapes. He discussed a unifying theme. Requested taking a less visible area and starting a model to transfer to the rest of the Town.

Director Gutow expressed gratitude for the high visibility and hard work the landscapers have been doing.

2. Recreation Manager, Monica Gallo- Update on Recreation.

Recreation Programs Supervisor, Monica Gallo gave update on canceled classes and events at the Community Center. Summer Activity Guide has been mailed out the community. Updates were given regarding parks and public access while continuing to social distance and following regulations for safety.

I. DIRECTORS' REPORTS 1. Standing Committee Reports.

- a. Communications Committee Meeting (Committee Members Bill Pease and Bryon Gutow) May 6, 2020.

Vice President Gutow discussed update on the Towns website usage and navigation.

- b. Parks and Recreation Committee Meeting (Committee Members Kevin Graves and Bryon Gutow) May 6, 2020.

Director Graves relayed the information given in Agenda Item H2 was the complete Parks and Recreation Committee Meeting update.

- c. Water and Wastewater Committee Meeting (Committee Members Bill Pease and Bill Mayer) May 6, 2020.

Director Mayer stated Agenda Items G1, G2, G3 and G4 were all discussed at the Water and Wastewater Committee Meeting earlier today.

2. Other Reportable Items.

Director Mayer mentioned there was a discussion on 2020-2021 budget from Finance Meeting on April 27, 2020.

J. GENERAL MANAGER'S REPORT

K. CORRESPONDENCE RECEIVED (Information Only)

L. FUTURE AGENDA ITEMS

M. ADJOURNMENT

1. Adjourn at 7:55 p.m. to the next regular meeting of May 20, 2020 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

May 20, 2020

Prepared By: Julie Carter, Finance Manager & Lesley Marable, Accountant
Submitted By: Michael R. Davies, General Manager

Agenda Title

Approve Register of District Invoices.

Recommended Action

Staff recommends that the Board approve the listed invoices for payment.

Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$ 319,911.02

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2019/2020

AGENDA ITEM: C-2

For The Meeting On May 20, 2020
Town of Discovery Bay CSD
Fiscal Year 7/19 - 6/20

| | |
|--|--------------|
| Veolia Water North America | \$138,248.14 |
| Herwit Engineering | \$63,462.50 |
| CaliforniaChoice Benefit Admin | \$20,062.96 |
| Luhdorff & Scalmanini | \$19,154.10 |
| Redmon Engineering Company | \$13,500.00 |
| U.S. Bank Corp. Payments | \$13,323.86 |
| Lechowicz & Tseng Municipal Consultants | \$10,310.00 |
| J.W. Backhoe & Construction, Inc. | \$7,050.60 |
| Badger Meter | \$5,626.58 |
| Bishop Diving & Salvage | \$3,250.00 |
| Stantec Consulting Services Inc | \$3,240.00 |
| Mt. Diablo Resource Recovery | \$2,223.56 |
| Karina Dugand | \$2,160.00 |
| Brentwood Ace Hardware | \$1,775.36 |
| U.S. Bank | \$1,650.00 |
| Urban Futures Inc. | \$1,550.00 |
| SDRMA | \$1,342.96 |
| Bill Brandt Ford | \$1,317.35 |
| Paul E. Vaz Trucking, Inc. | \$1,165.48 |
| Matrix Trust | \$1,073.83 |
| Watersavers Irrigation Inc. | \$866.70 |
| Verizon Wireless | \$858.78 |
| Univar Solutions USA Inc. | \$856.20 |
| Dog Waste Depot | \$742.26 |
| Robert Leete | \$690.00 |
| William Mayer | \$690.00 |
| Bill Pease | \$460.00 |
| Kevin Graves | \$460.00 |
| The Dig Safe Board Program | \$366.65 |
| Aflac | \$365.58 |
| Discovery Locks & More, Inc. | \$364.00 |
| Office Depot | \$355.74 |
| Bryon Gutow | \$345.00 |
| ReliaStar Life Insurance Company | \$325.00 |
| Bay Area News Group | \$191.70 |
| UniFirst Corporation | \$180.00 |
| County Of Contra Costa, Dept of Info Tec | \$110.60 |
| Discovery Pest Control | \$70.00 |
| Michael Davies | \$61.99 |
| County Clerk - CCC | \$50.00 |
| Water Utility Customer Refund | \$13.54 |

\$319,911.02

**Town of Discovery Bay, CA
Water & Wastewater**

MONTHLY OPERATIONS REPORT

April 2020

3897 Days of Safe Operations
192,497 worked hours without a recordable incident

TRAINING:

- **Safety Confine Spaces**
 -

- **Operation**
 - **None**

REPORTS SUBMITTED TO REGULATORY AGENCIES:

- **Monthly Discharge Monitoring Report (DMR)**
- **Monthly electronic State Monitoring Report (eSMR)**
- **Monthly Coliform Report, State Water Board (DDW)**
- **Quarterly Discharge Monitoring Report (DMR)**
- **Quarterly electronic State Monitoring Report (eSMR)**
- **Quarterly Water Quality Report (DDW)**

-

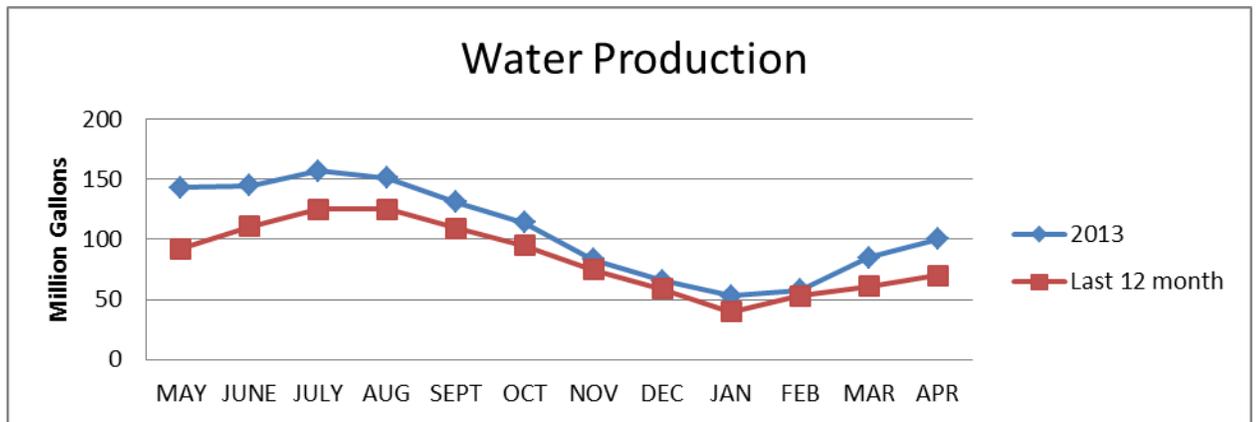
WATER SERVICES

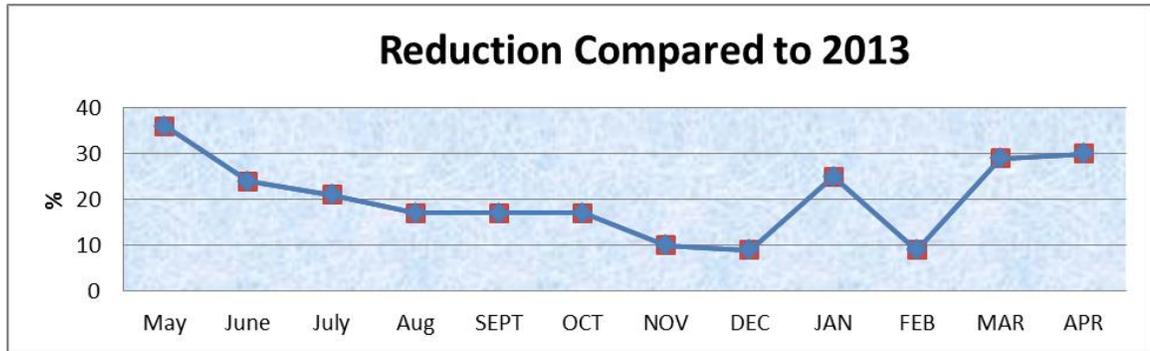
Groundwater Well:

- 1B - Active
- 2 – Active
- 4 – Active
- 5B - Active (Standby only)
- 6 – Active
- 7 - Active

2020 Monthly Water Production Table (MG):

| | | | | | |
|----------------|-----------------|------------------|----------------|-----------------|-----------------|
| January | February | March | April | May | June |
| 40 | 53 | 61 | 70 | | |
| July | August | September | October | November | December |
| | | | | | |





Bacteriological Test Results:

| Routine Bacteria Samples Collected | No. Total Coliform Positives | No. Fecal/E. coli Positives | Brown Water Calls | Fire Hydrant Flushing |
|------------------------------------|------------------------------|-----------------------------|-------------------|-----------------------|
| • 16 | • 0 | • 0 | • 0 | • 4 |

WASTEWATER SERVICE

Wastewater Laboratory Analysis

| <i>WW Effluent Parameter</i> | <i>Permit Limits</i> | <i>March Lab Data</i> | <i>March Lab Data</i> |
|---|----------------------|-----------------------|-----------------------|
| Flow, MG Effluent, monthly total | ██████████ | 37 | 34 |
| Flow, MG Daily Influent Flow, avg. | N/A | 1.5 | 1.4 |
| Flow, MG Daily Discharge Flow, avg. | 2.35 | 1.2 | 1.1 |
| Effluent BOD ₅ , mg/L, monthly avg. | 10 | 2 | 2 |
| Effluent TSS, mg/L, monthly avg. | 10 | 4 | 2 |
| Total Coli form 7 day Median Max | 23 | 3 | ND |
| Total Coli form Daily Maximum | 240 | 13 | 23 |
| Eff NTU, Daily avg. | 2 | 1 | 1 |
| Eff Ammonia (N), mg/L, Daily Max | 8.4 | ND | ND |
| % Removal BOD ₅ , monthly avg. | 85% min. | 99% | 99% |
| % Removal, TSS, monthly avg. | 85% min. | 98% | 98% |
| Electrical Conductivity, umhos/cm annual avg. | 2400 | 2260 | 2258 |

* New permit limits took effect in Feb 2020

National Pollution Discharge Elimination System (NPDES):

| NPDES Related Excursions | Permit Parameter | NPDES Parameter Limit | Actual Parameter Result |
|--------------------------|------------------|-----------------------|-------------------------|
| • 0 | • N/A | • N/A | • N/A |

COLLECTION

Lift Station Status:

| # of Active Lift Stations | # of Inactive Lift Stations | SSO | Wastewater Received (MG) |
|---------------------------|-----------------------------|-----|--------------------------|
| • 15 | • 0 | • 0 | • 42 |

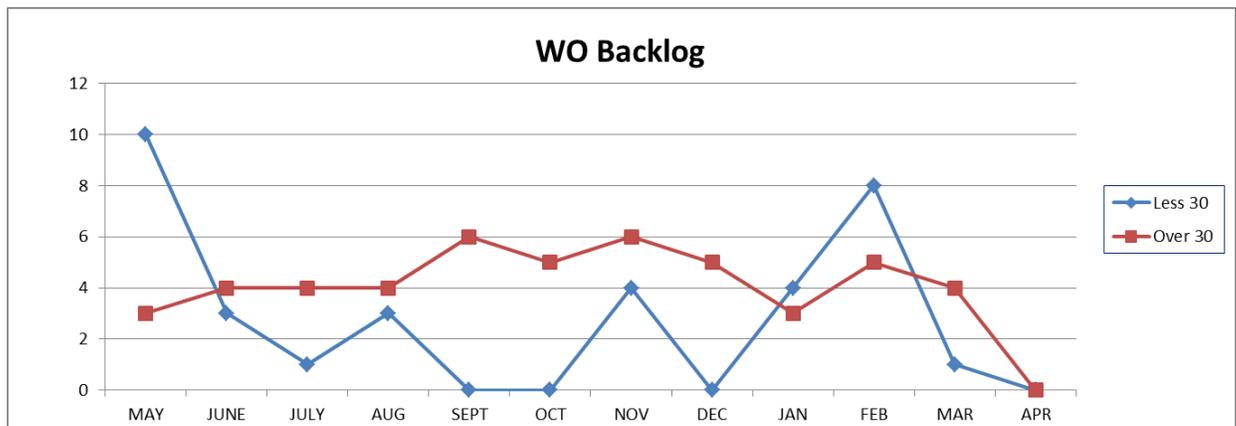
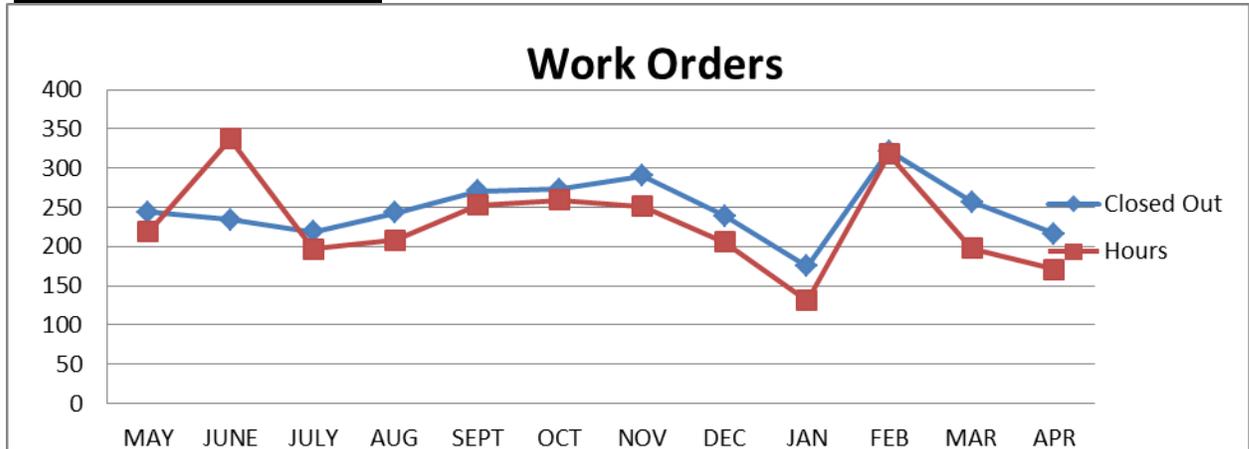
Performed weekly lift station inspections

Sewer System:

- Continue collection sanitary sewer line assessment
- Flushed/CCTV will be performed after assessment
- Manhole & covers are inspected during assessment.

MAINTENANCE

Preventive and Corrective:



Call & Emergency Response

| | |
|-----------|-------------|
| Call Outs | Emergencies |
| 4 | 0 |

| | |
|---------------|----------|
| Regular Hours | Overtime |
| 1105 | 44 |

TERMS

WWTP

WASTEWATER TREATMENT PLANT

| | |
|------|-------------------------------|
| WTP | WATER TREATMENT PLANT |
| WL | WILLOW LAKE |
| NP | NEWPORT |
| VFD | VARIABLE FREQUENCY DRIVE |
| WO | WORK ORDER |
| PLC | PROGRAMMABLE LOGIC CONTROLLER |
| L/S | LIFT STATION |
| SSO | SANITARY SEWER OVERFLOW |
| BOD | BIOLOGICAL OXYGEN DEMAND |
| TSS | TOTAL SUSPENDED SOLIDS |
| MGD | MILLION GALLONS PER DAY |
| mg/l | MILLIGRAMS PER LITRE |
| CCTV | CLOSED CIRCUIT TELEVISION |
| PPM | PARTS PER MILLION |
| RAS | RETURN ACTIVATED SLUDGE |
| WAS | WATSE ACTIVATED SLUDGE |
| UV | ULTRAVIOLET LIGHT |



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

May 20, 2020

Prepared By: Justin Shobe, Water Engineer, Luhdorff and Scalmanini Consulting Engineers

Submitted By: Michael R. Davies, General Manager *MRD*

Agenda Title

Approve Scope of Work of Luhdorff and Scalmanini, Consulting Engineers to Prepare the 2020 Urban Water Management Plan

Recommended Action

Approve Scope of Work of Luhdorff and Scalmanini, Consulting Engineers to Prepare the 2020 Urban Water Management Plan in an amount not to exceed \$40,000 and Authorize the General Manager to Execute all Documents Associated Therewith.

Executive Summary

The State of California requires every urban water supplier that provides over 3,000 acre-feet of water annually, or serves more than 3,000 urban connections, to prepare an Urban Water Management Plan (UWMP) every five years. The UWMP's must be prepared to meet the requirements of the California Water Code, §10610-10656 and §10608. UWMP's are intended to provide urban water suppliers and the State of California with the planning for reliable water supplies over a 20-year horizon.

Beginning with the 2010 UWMP, the State mandated water conservation measures with a 20% reduction in water consumption per-capita by the year 2020, as required in the Water Conservation Bill of 2009 Senate Bill X7-7 (SBX7-7). The 2015 UWMP required urban water suppliers to report on the water reduction targets and to make updates to the water supply and demand projections, water supply reliability assessment, and water shortage contingency planning. In addition, the 2015 UWMP required preparation of the first Water Loss Audit, which is now completed on an annual basis to comply with SB 555. The Board of Directors has previously adopted the 2010 UWMP and 2015 UWMP to comply with regulations.

In the 2020 UWMP, there will be a new 20-year projection of population and water demand to year 2040 that is prepared in accordance with the approved methodology. The 2020 UWMP will evaluate the ongoing water conservation practices, water demand management measures and the water supply reliability. In addition, Under the new legislation (SB 606/AB 1668), new requirements are included for the 2020 UWMP. The 2020 UWMP must define the reliability of water supply based on metrics that will be provided in the DWR Guidebook (a guide for preparing plans that will be released in late summer 2020). The 2020 UWMP must include "stress tests" of water supply versus demand to support the analysis of reliability under an average water year, single dry water year and throughout five consecutive dry water years. The 2020 UWMP must also include additional information related to water loss standards. Finally, the 2020 UWMP must develop a Water Supply and Demand Assessment, which will be updated by the Town every year following the 2020 UWMP.

Luhdorff and Scalmanini Consulting Engineers (LSCE) has prepared a Scope of Work to prepare the 2020 UWMP that will meet all of the State's requirements. The Scope of Work is attached to this staff report. The 2020 UWMP must be adopted by the Board and submitted to DWR by July 1, 2021. It will take approximately 10 months to complete the work. There will be a Draft UWMP and a Final UWMP that both must be reviewed at public meetings with a 60-day public review period for both the Draft UWMP and Final UWMP. We expect the Draft UWMP will be reviewed in a public meeting no later than March 2021 and the Final UWMP will be reviewed and adopted in a public meeting in May 2021, allowing for the 60-day review periods. From there LSCE will submit the adopted 2020 UWMP to DWR in June 2021.

"Continued to the next page"

Fiscal Impact: Included in the \$40,000 budgeted for Fiscal Year 20/21.

Amount Requested: \$40,000

Sufficient Budgeted Funds Available?: Yes

Prog/Fund # Category: TBD

Attachment

1. LSCE Proposal Dated May 15, 2020.

AGENDA ITEM: G-1



*Town of Discovery Bay Community Services District
Contra Costa County, California*



TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT FISCAL YEAR 2020-2021 PROPOSED BUDGET

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Discovery Bay at a Glance

The Town of Discovery Bay Community Service District: At a Glance

Discovery Bay was established in the early 1970's as a weekend and summer resort community. Today, Discovery Bay has evolved into a thriving year-round home for more than 15,000 residents who enjoy small-town living against the backdrop of over 1,200 miles of Delta waterways. Discovery Bay boasts a full-service marina, three (3) public schools, one (1) private school, as well as two (2) shopping centers. However, this small town is no longer limited to Delta waterfront homes; it has developed into a community that provides something for everyone. Discovery Bay offers gated waterfront homes as well as Country Club homes located on an 18-hole championship golf course. There are four (4) gated communities, Clipper Estates, The Country Club, Lakeshore and The Lakes.

Town of Discovery Bay Community Services District "District" is approximately 9 square miles and was formed in 1998 following a vote of the people to form an Independent Special District with the purpose of providing essential public services to its residents. The Contra Costa County Local Agency Formation Commission (LAFCO) has authorized the District the responsibility of providing the following special services to the residents of Discovery Bay:

- Water supply collection, treatment, and distribution
- Wastewater collection, treatment, and distribution
- Parks and Landscape Maintenance
- Recreational Activities

District Form of Government

California's Independent Special Districts are legislatively authorized under California Government Code Sections 61000-61850. The Town of Discovery Bay Community Services District is governed by an elected five (5) member Board serving staggered four (4) year terms. The Board employs a General Manager to administer the day to day operations of the District.

Population

The census report states the total population in Discovery Bay to be 15,277 people.

Water Services

The Town of Discovery Bay CSD owns and maintains over fifty (50) miles of water mains in seven (7) residential developments: Discovery Bay West (Village 1, 2, 3 and 4, and Ravenswood); and two (2) of the older developments (Discovery Bay Proper and Centex). Currently, the District owns and operates six (6) water production wells that are located throughout the District and are capable of producing seven million gallons of domestic water per day. The raw water is then treated in two (2) water treatment facilities with water storage capacity of 2.5 million gallons of treated water for customer distribution. The total

water requirements of Discovery Bay are currently about 900 million gallons per year, which equates to an average daily demand of 2.5 million gallons per day.

Wastewater Services

The District provides wastewater collection, treatment, and distribution services to approximately 6,000 homes and businesses located in the town. The wastewater treatment process goes through two (2) separate conveyance systems; Plant 1 and Plant 2. Wastewater Treatment Plant 1 is located just north of Highway 4, within the Discovery Bay Development area. Wastewater Treatment Plant 2 is located south of Highway 4 at the Town's eastern boundary. The two (2) plants are interconnected and are dependent upon each other for various functions.

To facilitate and transport the raw wastewater to the main wastewater treatment, the District utilizes 15 wastewater lift stations to move the waste through 50 miles of sewer mains. The plants are capable of producing an average of 1.2 million gallons of wastewater per day. The wastewater treatment plants currently include an influent pump station, influent screening, and secondary treatment facilities using oxidation ditches, sand filters, and ultraviolet (UV) disinfection before discharging the treated water into Old River.

The water and wastewater facilities are operated and maintained by Veolia North America. Under a multi-year agreement with the District.

Parks and Landscaping Services

The District maintains all the public parks and landscaped areas in Discovery Bay. Every budget year, the Board of Directors establishes priorities to improve the landscape areas of Discovery Bay. The landscape areas in Discovery Bay are broken down into five (5) landscape zones. Two (2) of those zones are owned by the District, with the remaining three (3) owned by Contra Costa County and maintained under contract by the District. The five Landscaping & Lighting zones are:

Discovery Bay Landscape & Lighting Zone #8

Zone 8 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the Discovery Bay entrance from Highway 4, Clipper Drive, Discovery Bay Boulevard, Willow Lake Road, and a variety of smaller landscaped areas. Cornell Park & Roberta Fuss Tot Lot are also included in this zone.

Discovery Bay Landscape & Lighting Zone #9 (Ravenswood)

Zone 9 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Wilde Drive and Poe Drive. Ravenswood Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #35

Zone 35 is owned by Contra Costa County but is maintained by the Town of Discovery Bay CSD. The zone includes the landscaped median islands on Bixler Road at the intersection of Highway 4 and a pedestrian

pathway from the Sandy Cove Shopping Center to Newport Drive. There are also included two pedestrian bridges along the path.

Contra Costa County Landscape & Lighting Zone #57

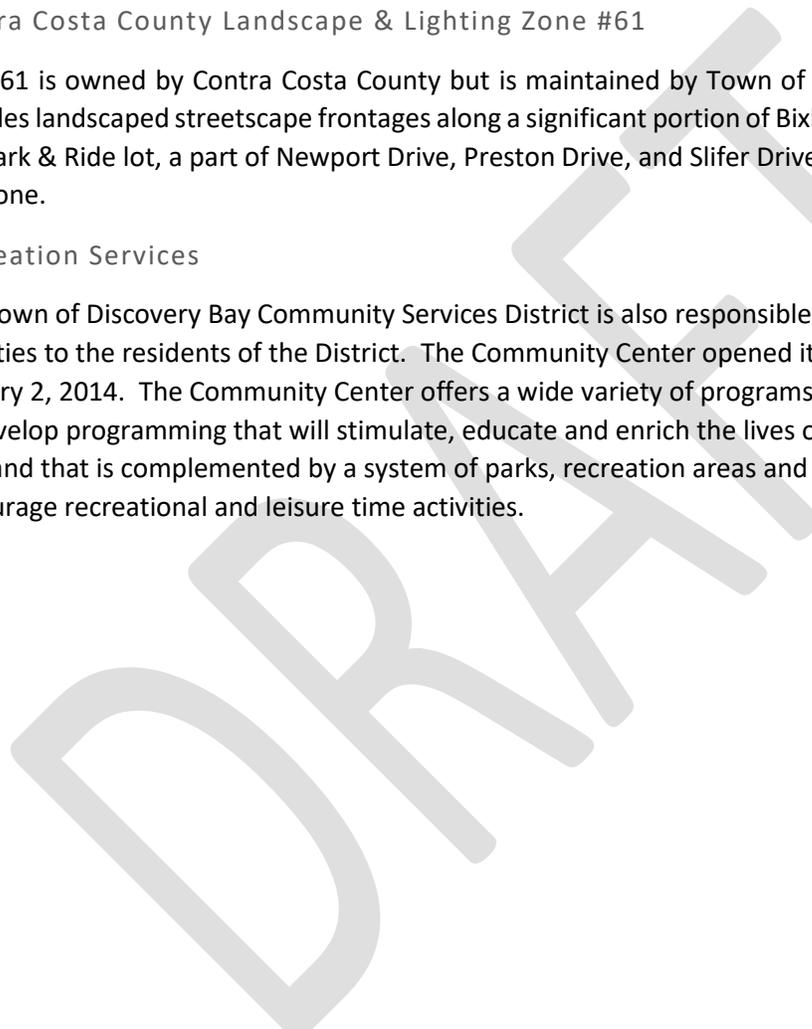
Zone 57 is owned by Contra Costa County but is maintained by Town of Discovery Bay CSD. This zone includes all landscaped streetscape frontages in and outside of the Centex Development, along Highway 4, a portion of Bixler Road, and two (2) small parking areas. Regatta Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #61

Zone 61 is owned by Contra Costa County but is maintained by Town of Discovery Bay CSD. This zone includes landscaped streetscape frontages along a significant portion of Bixler Road, Point of Timber Road, the Park & Ride lot, a part of Newport Drive, Preston Drive, and Slifer Drive. Slifer Park is also included in this zone.

Recreation Services

The Town of Discovery Bay Community Services District is also responsible for providing recreational activities to the residents of the District. The Community Center opened its doors to the public on January 2, 2014. The Community Center offers a wide variety of programs for all ages and will continue to develop programming that will stimulate, educate and enrich the lives of people within Discovery Bay, and that is complemented by a system of parks, recreation areas and other facilities aimed to encourage recreational and leisure time activities.



Board of Directors

The Town of Discovery Bay is a California independent Community Services District (CSD) and is governed by a five-member Board of Directors. Directors are publicly elected and serve four-year staggered terms.

The Town of Discovery Bay is responsible for water, sewer, landscaping, parks and recreation. While the District does not have the jurisdiction or authority over land use, zoning, law enforcement or fire protection services, the District does advise the County on decisions that affect Discovery Bay. The District's General Manager is tasked to carry out the policy decisions of the Board and oversee the day-to-day operations of the Town of Discovery Bay.



Robert Leete, Bill Pease, Bill Mayer, Kevin Graves, Bryon Gutow

Board Position and Term

| | |
|----------------------------|--------------------|
| President Bill Pease | 12/2016 to 12/2020 |
| Vice-President Bryon Gutow | 12/2018 to 12/2022 |
| Director Kevin Graves | 12/2018 to 12/2022 |
| Director Robert Leete | 12/2018 to 12/2022 |
| Director Bill Mayer | 12/2016 to 12/2020 |

Message from the General Manager

The Town of Discovery Bay is not a city; rather we are a type of local government known as a Community Services District, or “CSD.” In unincorporated areas such as Discovery Bay, basic services like water, sewer, security and fire protection are usually provided by the County. Because counties often consist of large and diverse geographical areas, providing a consistent and adequate service level across all areas can be difficult. Consequently, the Community Services District Law (Government Code §61000-61850) was created to provide an alternate method of providing services in unincorporated areas. In most cases, and due to the scope of their requirements, counties cannot provide tailored services to any one community. This leaves residents with little if any local control over services and no easy way to address problems or complaints. A CSD provides a method of offering local control on essential local services.

The Town of Discovery Bay Community Services District provides domestic water supply, treatment, and delivery, as well as wastewater collection, treatment, and disposal to the approximately 15,000 residents and businesses that call Discovery Bay home. We are also responsible for park maintenance and landscaping on many of our boulevards, streets, and roads.

The COVID-19 pandemic created the suspension of many Town activities during the first half of 2020; however, we are optimistic that during this FY20/21 budget year we will again see our Community Center and parks become a recreational hub with pickleball, tennis, dog park, Zumba, soccer, and many other year-round activities for all ages. Besides a lazy afternoon fishing off your dock, taking a turn at the end of the tow rope, or hitting the links, there’s a lot to do in Discovery Bay!

Discovery Bay is a great place to not only “Live Where You Play,” but it is also a great place to do business. The Discovery Bay Chamber of Commerce hosts monthly business “mixers” at different locations around town to show off the local business community. Check the Chamber’s website at www.discoverybaychamber.org for additional information on their many community activities.

From the standpoint of your local government, the CSD operates the water and wastewater utilities on a combined operating and capital budget of \$16.6 million for the Fiscal Year 2020-21. The Capital Improvement Program are projects that continue to address the long-term capital needs of the District. A robust capital replacement fund represents an ongoing structural element of long-term financial sustainability.

As Discovery Bay continues to mature, I can assure you that the Board of Directors and the entire staff are working diligently to provide a comfortable place where residents can live, work and play and where we can enjoy the many qualities of life we all like in a small town. Please join us at one of our Board of Directors’ meetings that are held the first and third Wednesday of the month at 7:00 p.m. Each meeting agenda is posted on the Town’s website: www.todb.ca.gov. The District Office can be reached during normal business hours at (925) 634-1131 or visit the main office at 1800 Willow Lake Road, Discovery Bay CA 94505.

Sincerely,

Michael R. Davies, General Manager

Finance Services Department

The Town of Discovery Bay CSD Finance Services Department operates under the Board of Directors who are the policy-making body of the District. The General Manager serves as the administrative head of the District. The Finance program operates a governmental accounting, reporting, and records maintenance system that provides financial information to management. This program controls and monitors the receipt and disbursement of public funds in compliance with statutory requirements and professional accounting standards. The Finance Services Department also has the responsibility for coordinating all external auditing functions.

The finance function is responsible for the continuing development of financial accounting software and implementation of new technology to increase efficiency in accounting processes and to improve both internal and external reporting. This program also oversees the implementation of any new accounting pronouncements by the Governmental Accounting Standards Board (GASB).

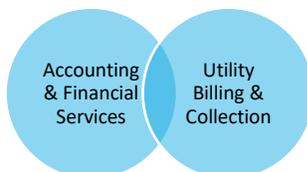
The payroll function of this program processes payroll for all District employees including interfacing with the District's payroll service provider to assure compliance with all regulatory requirements, laws and District policies pertaining to payroll.

Key Achievements

- ✓ Timely completion of annual audits with unqualified (clean) audit findings
- ✓ Structurally balanced budget
- ✓ Sufficient Reserves
- ✓ Completion of Rate Study
- ✓ Transitioned in New Finance Manager

Goals

- Ensure expenditures are consistent with adopted policies
- Move towards paperless documentation. Continue implementation and updating technologies to increase efficiencies to ensure accurate reporting
- Move to eliminating the use of Contra Costa County as Town's Treasury
- RFP new Financial System for the Town



Water & Wastewater Services Department

WATER

This Program provides water production, treatment and distribution to over 6,000 homes and businesses. Specifically, the Water Program includes information necessary for the Board of Directors to establish priorities and make well-informed decisions concerning the Town's water systems. The Water Quality program is responsible for the enforcement of regional water quality regulations. Response procedures have been developed to react to citizen water quality complaints and to pursue water misuse observed in the field. The program also assists with the development of water quality educational materials and outreach.

The Water Utility function maintains and operates automated water meters for the District's 6,000+ water accounts. The new technology transmits hourly water consumption data to our billing system by a wireless network. This reliable and frequent water usage information allows customers to monitor use and detect leaks. The Eye on Water portal <https://eyeonwater.com/signup> has been launched, and account holders can see daily water usage data and learn ways to conserve.

WASTEWATER

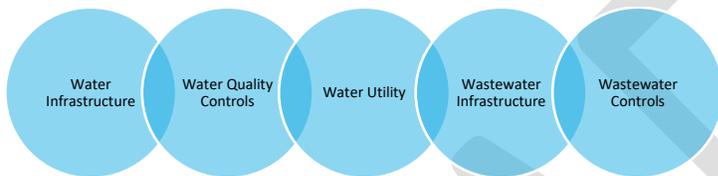
The Town of Discovery Bay Wastewater Program provides for the collection, conveyance, treatment, and discharge of treated effluent. Specifically, the Wastewater Program includes information necessary for the Board of Directors to establish priorities and make well-informed decisions regarding the Town's wastewater matters. In general, the wastewater program supports and directs the wastewater contractor, enabling them to carry out day-to-day operations, services and planning efforts. This program negotiates, administers, implements, and approves contracts for the provision of municipal services.

Key Achievements

- ✓ Successful negotiation of a temporary easement for placement of the Well #8 Monitoring Well
- ✓ Purchase of camera system for water and wastewater pipeline assessments
- ✓ Completed Motor replacement for Well 4 A
- ✓ Began design for Denitrification Process and Plant 1 Refurbishment
- ✓ Completed design and permit submittal of the Outfall Diffuser Project
- ✓ Successfully selected new Information Technology Consultant
- ✓ Completed Cyber Security System upgrades
- ✓ Implementation of a new phone system
- ✓ Purchased a new truck for the Water and Wastewater Department
- ✓ Completed Marina Pipeline Repair
- ✓ Completed implementation of Asset Management System
- ✓ Completed the Operations and Maintenance Manual for the Water & Wastewater Treatment and Distribution Systems
- ✓ Identified and planned the Districts Capital Improvement Projects for the next five year

Goals

- Complete design of the Denitrification and Plant 1 Refurbishment upgrades to go to bid
- Complete analysis of the Monitoring Well
- Begin Design on Well 8
- Complete refurbishment of office building at 1037 DB Blvd
- Complete the Districts Urban Water Management Plan
- Complete America's Water Infrastructure Act Emergency Response Plan
- Update the District's Emergency Response Plan
- Begin pipeline assessments and replacement project



Lighting and Landscaping Services Department

The Parks and Landscaping Program provides for the planning, maintenance and capital needs of the parks and landscaping network in Discovery Bay. Specifically, the Parks and Landscaping Program includes information necessary for the Board of Directors to establish priorities and make well-informed decisions concerning Town parks and landscaping matters. This program offers a comprehensive maintenance and rehabilitation program for five (5) parks and the streetscapes inside Discovery Bay. The maintenance and rehabilitation program includes repair and maintenance of the parks within Zones 8, 9, 35, 57, 61 and the Park and Ride. This program conducts preventative maintenance on streetscapes, which includes design and planting and ensuring proper drainage. This program maintains and replaces plants and trees to provide health, vitality and visual appeal as well as manage annual inventory lists to project funding and scheduling of future repairs, projects, and replacement.

Key Achievements

- ✓ Installed Front Entrance Amenity Lights
- ✓ Completed Dog Park Renovation
- ✓ Refurbish Front Entrance of Community Center
- ✓ Selected and Purchased new play structure for Ravenswood Park; implementation Summer 2020

Goals

- Propose Updated Streetscape Design & Construction Guidelines
- Refresh Selected Streetscapes to New Design & Construction Guidelines



Recreation Services Department

Recreation Services provides community-based and age-appropriate recreational programming. The Discovery Bay Community Center acts as the hub for these activities and is complimented by a network of parks, fields and other recreational and educational venues.

Key Achievements

- ✓ Continued development and implementation of community based and age appropriate recreation programs, activities, and community-wide special events for Recreation Services
- ✓ Continued and refined the partnership with the Discovery Bay Lions Club for a third summer of hosting community-wide concert series and a “Paws on Parade” dog event
- ✓ Refurbished Front Entrance of Community Center and replaced Community Center’s carpet

Goals

- Examine current special interest recreational opportunities offered and look for new and creative ways to expand current offerings
- Community Center Swimming Pool
- Continue the development and expansion of community relationships with local groups and organizations such as the Discovery Bay Lions Club, Discovery Bay Pickleball Club, Discovery Bay Chamber of Commerce, and the Contra Costa Sheriff’s Office in expanding community-wide programming and special events at the Discovery Bay Community Center
- Covert Tennis Courts 3 & 4 into Pickleball Courts
- Examine current pricing and cost recovery practices related to the Town’s recreation programming and facility usage fees and developed a methodology that results in fair and consistent cost recovery



District Consultants

General Counsel

Law Office of Neumiller & Beardslee

The District's General Counsel provides legal advice and training to the Board of Directors, General Manager and Department Heads. The General Counsel investigates and defends claims against the District and resolves them as directed by the Board of Directors. At the direction of the Board of Director's General Counsel may initiate litigation to enforce the District's rights or to protect the public health, safety or welfare. The General Counsel also drafts and approves the form of contracts and other legal documents, including ordinances, resolutions and legal notices.

<http://neumiller.com/>

Luhdorff & Scalmanini Consulting Engineers (Water)

Luhdorff & Scalmanini, Consulting Engineers (LSCE) is a recognized leader in groundwater resources investigation, planning, development, use, protection, and management. LSCE's multi-disciplinary staff of engineers, geologists, hydrologists, and hydrogeologists apply scientific methods and develop forward-thinking engineering solutions to today's complex water resource problems.

<http://lsce.com/>

Herwit Engineering (Wastewater)

HERWIT ENGINEERING plans and designs water and wastewater treatment plants and pump stations of all sizes with a specialty in mechanically intensive systems. HERWIT provides services for all elements necessary to develop projects from ground zero through operations and completion of construction. These services include: overall project management, initial site assessment and selection, management of the California Environmental Quality Act (CEQA) permitting, negotiation and preparation of National Pollution Discharge Elimination System (NPDES) discharge permits, preparing Army Corps of Engineers permits, Department of Fish and Game stream bed alteration permits, development of pre-design reports and preliminary cost estimates, final design of all mechanical, electrical and civil facilities, bidding support services, construction management, engineering support services during construction, and startup and operations assistance.

<http://herwit.com>

District Mission, Vision, Goals & Values

The Town of Discovery Bay Board of Directors has adopted its Mission, Vision, Goals, and Values.

These ideals serve as an important guide as the Town of Discovery Bay conducts its day-to-day business and interacts with the public.

MISSION

Provide effective and fiscally responsible municipal services in a manner which promotes a high standard of community life with a focus on the environment and the Delta in partnership with the community.

VISION

Maintain a full service and sustainable community

Grow in harmony with the environment and the Delta

Ensure assets and facilities are maintained, serviceable, and in compliance with all regulatory laws, regulations, and rules

Promote practices that provide enhanced and sustainable life now and for future generations

GOALS

Responsible management of public funds

Preservation of our neighborhoods and natural resources

Provide timely, effective and transparent communications between government and our citizens

Continually improve the quality of our services

Promote and protect the environment

Take pride in community assets

Provide leadership while considering all points of view, to ultimately set policy and make decisions based on what is in the best interest of the entire community

Recognize pioneers of the community

VALUES

Innovation * Accountability * Respect * Integrity * Professionalism

Budget Message

Dear Board of Directors,

I am pleased to submit to the Town of Discovery Bay Board of Directors the District's financial plan for the fiscal period July 1, 2020, through June 30, 2021. The annual Revenue, Operating, and Capital Improvement Program budgets are the planning tools utilized by staff and the Board to track revenues and expenditures over the respective forecast period.

This budget states program goals for each department, considering the desires of the Board, the expectations of the public, the needs of the department, and available resources. Each supervisor was given the opportunity to directly participate in the budget process, allowing them to share their expertise and to offer options and solutions. Adoption of a budget that includes specified program goals ensures a unified effort and sets forth a work plan for the year.

Several major projects are expected to continue or commence this year, including a water well, the state-mandated denitrification project, mainline pipe replacements, lift station upgrades, and the refurbishment of Wastewater Plant #1. The District will be accessing the relocation of the office building located on Willow Lake Road. The Lighting and Landscaping department will be working on the Community Center pool project, landscape master plan, and the conversion of tennis courts 3 & 4 to pickleball courts. District security continues to be an ongoing project to ensure our cybersecurity and assets are protected.

From an operational standpoint, the District continues to operate efficiently and in a manner that is financially prudent. The water and wastewater departments continue to refine their perspective capital plans into the future to enable timely replacement and funding of aging infrastructure. The community center continues to grow recreation services by offering community-based age-appropriate programs, activities, and special events as well as focusing on future program development. Due to the COVID-19 pandemic, the community center temporarily shut down most of its operations, the opening of programs and activities will be assessed and refined to meet new guidelines as required by the County Health Officer.

I am pleased to present a budget where the District's operating and infrastructure necessities are met while offering a strategic look at the overall assets of the District. Staffing levels continue to meet projected needs; ongoing training continues to improve service levels and financial management policies continue to guide the District in decision-making that is grounded and consistent over time.

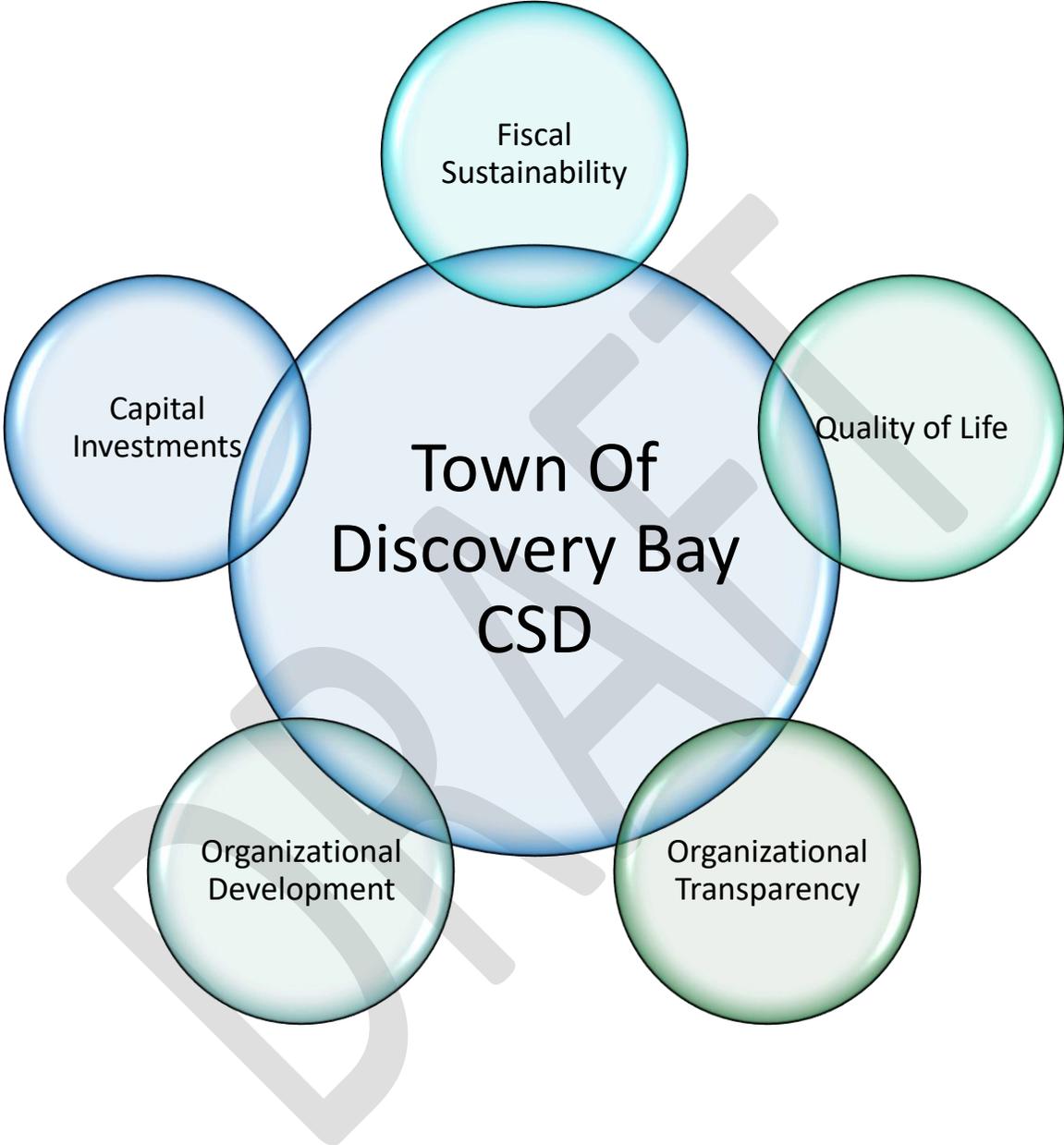
I would like to thank the District staff for their contributions toward producing the budget. I am delighted to work with employees that care deeply about the Town of Discovery Bay. I, along with staff, look forward to serving the community, executing the District's capital projects, and working together to build and maintain long-term fiscal sustainability.

I would also like to thank the entire Board of Directors for their support over the past fiscal year. In preparing for the next fiscal year and continuing into the future, I expect that the District will continue to remain resourceful, innovative, and successful.

Respectfully submitted,

Julie Carter, Finance Manager

Strategic Goals



Goals, Objectives, and Action

| Goal | Objective | Performance Outlook |
|-----------------------------|---|---|
| Fiscal Sustainability | <ul style="list-style-type: none"> • Balance Revenues and expenditures to ensure fiscal stability • Monitor trends in key revenue sources • Provide core services in an efficient and effective manner | <ul style="list-style-type: none"> • Review expenditure vs. budget reports for each department on a monthly basis • Conduct a quarterly review and make adjustments as needed |
| Quality of Life | <ul style="list-style-type: none"> • Focus on key services, programs, and activities for seniors and youth. • Partner with service clubs to promote community-wide events • Maintain and expand parks throughout the community | <ul style="list-style-type: none"> • Provide quarterly reports on activities for youth, seniors, and park & recreation programs |
| Organizational Transparency | <ul style="list-style-type: none"> • Post key information on the District’s website • Use media to inform and engage the public • Prepare the budget in a user-friendly, informative & transparent format | <ul style="list-style-type: none"> • Post all agendas, reports, and contracts on the District’s website • Post all policy documents and resolutions on the website • Prepare the budget in a user-friendly, informative & transparent format |
| Organizational Development | <ul style="list-style-type: none"> • Evaluate staffing levels to ensure adequate delivery of core services • Provide training and resources to sustain a talented workforce • Maintain accountability and recognition of employees | <ul style="list-style-type: none"> • Prepare a long-term staffing plan • Develop training of key management and supervisory staff • Uphold and maintain safety training |
| Capital Investments | <ul style="list-style-type: none"> • Prioritize and evaluate needed capital investments | <ul style="list-style-type: none"> • Deliver capital projects on time and within budget • Seek funding opportunities to fund infrastructure projects • Continuous updates to District master plans |

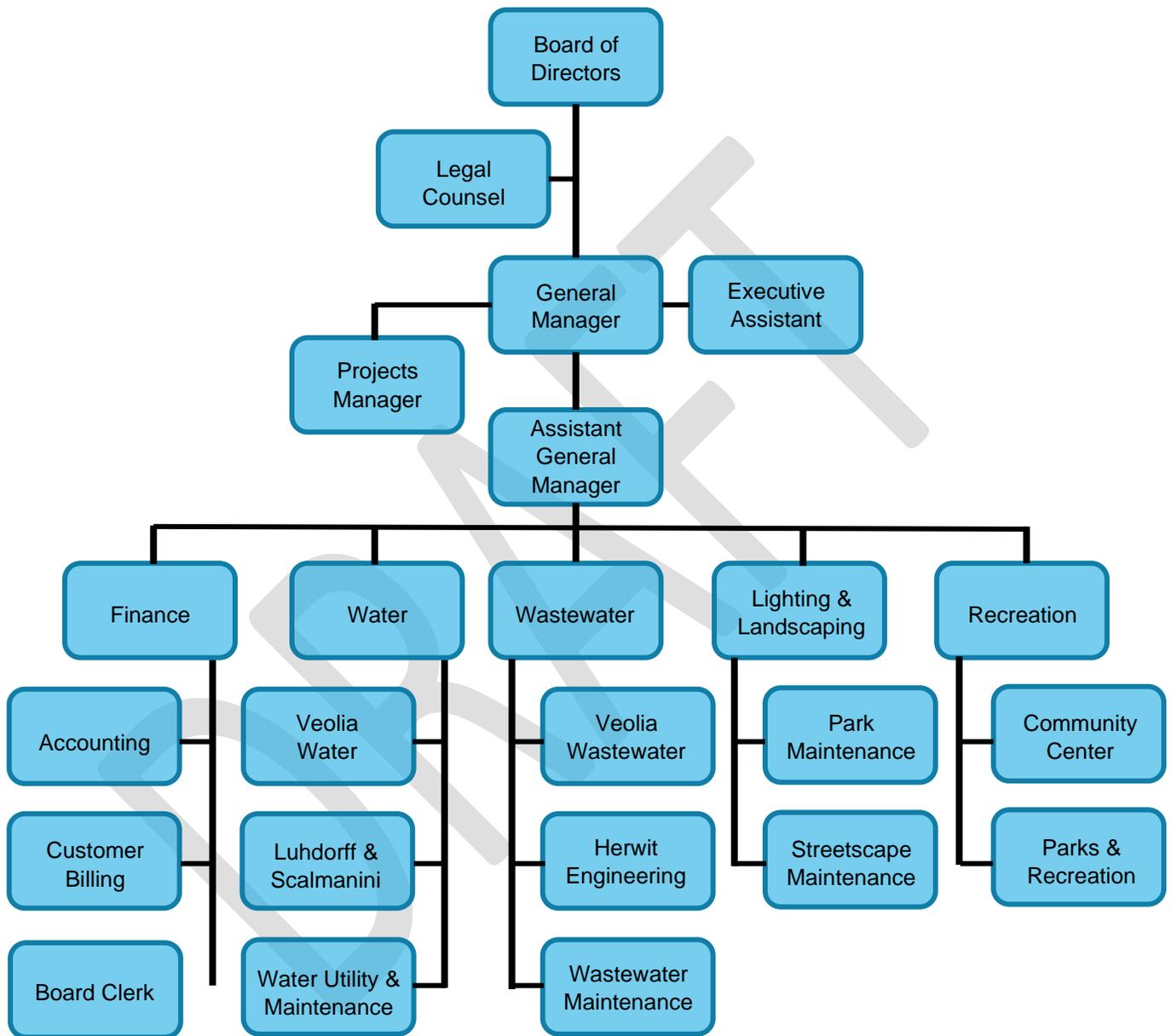
Authorized Positions

Current Positions

| Position Title | FY 2018-2019 | FY 2019-2020 | FY 2020-2021 | FY 2021-2022 |
|--------------------------------|--------------|--------------|--------------|--------------|
| Office Assistant | 2 | 2 | 2 | 2 |
| Administrative Assistant | 2 | 2 | 2 | 2 |
| Executive Assistant | 1 | 1 | 1 | 1 |
| Accountant | 1 | 1 | 1 | 1 |
| Water Services Technician I | 1 | 2 | 2 | 2 |
| Water Services Technician II | 1 | 1 | 1 | 1 |
| Parks & Maintenance Worker I | 1 | 1 | 1 | 1 |
| Parks & Maintenance Worker II | 3 | 2 | 2 | 2 |
| Parks & Maintenance Worker III | 1 | 1 | 1 | 1 |
| Recreation Programs Supervisor | 1 | 1 | 1 | 1 |
| Parks & Landscape Manager | 1 | 1 | 1 | 1 |
| Water & Wastewater Manager | 1 | 1 | 1 | 1 |
| Finance Manager | 1 | 1 | 1 | 1 |
| Projects Manager | 0 | 1 | 1 | 1 |
| Assistant General Manager | 0 | 1 | 1 | 1 |
| General Manager | 1 | 1 | 1 | 1 |
| Total | 18 | 20 | 20 | 20 |

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Organizational Chart by Department



Salary & Wages

| | Range # | Bottom Step Hourly | Biweekly | Monthly | Top Step Hourly* | Biweekly | Monthly |
|---|---------|--------------------|----------|-----------|------------------|----------|-----------|
| 100 Series – Temporary/Intermittent Staff | | | | | | | |
| Recreation Leader I | 100 | \$13.00 | \$1,040 | \$2,253 | \$13.20 | \$1,056 | \$2,288 |
| Recreation Leader II | 105 | \$13.25 | \$1,060 | \$2,297 | \$13.45 | \$1,076 | \$2,331 |
| Lifeguard | 110 | \$13.50 | \$1,080 | \$2,340 | \$13.80 | \$1,104 | \$2,392 |
| Lifeguard/Swim Instructor and Recreation Leader III | 115 | \$14.00 | \$1,120 | \$2,427 | \$14.40 | \$1,152 | \$2,496 |
| Pool Supervisor | 125 | \$15.50 | \$1,240 | \$2,687 | \$15.90 | \$1,272 | \$2,756 |
| 200 Series – Non-Management Staff | | | | | | | |
| | Range # | Bottom Step Hourly | Monthly | Annual | Top Step Hourly | Monthly | Annual |
| Park/Landscaper/Maintenance I | 220 | \$20.91 | \$3,624 | \$43,483 | \$23.65 | \$4,099 | \$49,184 |
| Park/Landscaper/Maintenance II | 235 | \$24.86 | \$4,310 | \$51,717 | \$28.13 | \$4,876 | \$58,509 |
| Park/Landscaper/Maintenance III | 250 | \$27.43 | \$4,754 | \$57,046 | \$31.04 | \$5,380 | \$64,559 |
| Office Assistant/Customer Service Representative A | 225 | \$21.42 | \$3,713 | \$44,554 | \$24.23 | \$4,200 | \$50,407 |
| Office Assistant/Customer Service Representative B | 230 | \$23.64 | \$4,097 | \$49,162 | \$26.74 | \$4,635 | \$55,626 |
| Account Clerk | 240 | \$25.48 | \$4,417 | \$53,006 | \$28.82 | \$4,996 | \$59,951 |
| Administrative Assistant/Parks-Recreation Assistant A | 245 | \$26.09 | \$4,523 | \$54,272 | \$29.53 | \$5,118 | \$61,414 |
| Administrative Assistant/Parks-Recreation Assistant B | 260 | \$28.81 | \$4,994 | \$59,929 | \$32.59 | \$5,649 | \$67,791 |
| Sr. Account Clerk | 255 | \$28.13 | \$4,876 | \$58,509 | \$31.83 | \$5,516 | \$66,197 |
| Accountant I | 275 | \$31.21 | \$5,409 | \$64,908 | \$38.98 | \$6,756 | \$81,070 |
| Executive Assistant A | 270 | \$32.61 | \$5,653 | \$67,835 | \$36.90 | \$6,395 | \$76,746 |
| Executive Assistant B | 280 | \$36.00 | \$6,241 | \$74,889 | \$40.74 | \$7,061 | \$84,739 |
| Water Tech I | 210 | \$22.51 | \$3,902 | \$46,825 | \$25.47 | \$4,415 | \$52,984 |
| Water Tech II | 270 | \$32.61 | \$5,653 | \$67,835 | \$36.90 | \$6,395 | \$76,746 |
| Water Tech III | 280 | \$36.90 | \$6,395 | \$76,746 | \$40.30 | \$6,985 | \$83,822 |
| Series 300: Management Staff | | | | | | | |
| | Range # | Bottom Step Hourly | Monthly | Annual | Top Step Hourly | Monthly | Annual |
| Recreation Programs Supervisor | 300 | \$32.61 | \$5,653 | \$67,835 | \$40.73 | \$7,060 | \$84,717 |
| Managers: Finance; Water/Wastewater | 350 | \$40.91 | \$7,091 | \$85,089 | \$51.07 | \$8,852 | \$106,230 |
| Manager: Parks/Landscape | 350 | \$40.12 | \$6,954 | \$83,451 | \$50.11 | \$8,685 | \$104,220 |
| Series 400: Senior Management Staff | | | | | | | |
| | Range # | Bottom Step Hourly | Monthly | Annual | Top Step Hourly | Monthly | Annual |
| Assistant General Manager | 400 | \$49.09 | \$8,508 | \$102,102 | \$61.30 | \$10,625 | \$127,502 |
| Projects Manager | 425 | \$73.50 | | | | | |

Minimum Wage Adjustment January 2021

The State of California minimum wage will increase year over year. The below table represents how the minimum wage increase affects the District Temporary & Intermittent Staff Salary Range Table.

| | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|--|---------|---------|---------|---------|---------|
| Recreation Leader I | \$14.00 | \$14.05 | \$14.10 | \$14.15 | \$14.20 |
| Recreation Leader II | \$14.25 | \$14.30 | \$14.35 | \$14.40 | \$14.45 |
| Lifeguard | \$14.50 | \$14.60 | \$14.70 | \$14.80 | \$14.90 |
| Lifeguard/Swim Instructor & Rec Leader III | \$15.00 | \$15.10 | \$15.20 | \$15.30 | \$15.40 |
| Assist. Pool Supervisor | \$15.50 | \$15.60 | \$15.70 | \$15.80 | \$15.90 |
| Pool Supervisor | \$16.50 | \$16.70 | \$16.90 | \$17.10 | \$17.30 |

- The number in blue represents the immediate effect.
- The numbers in red are the new pay scale rates.

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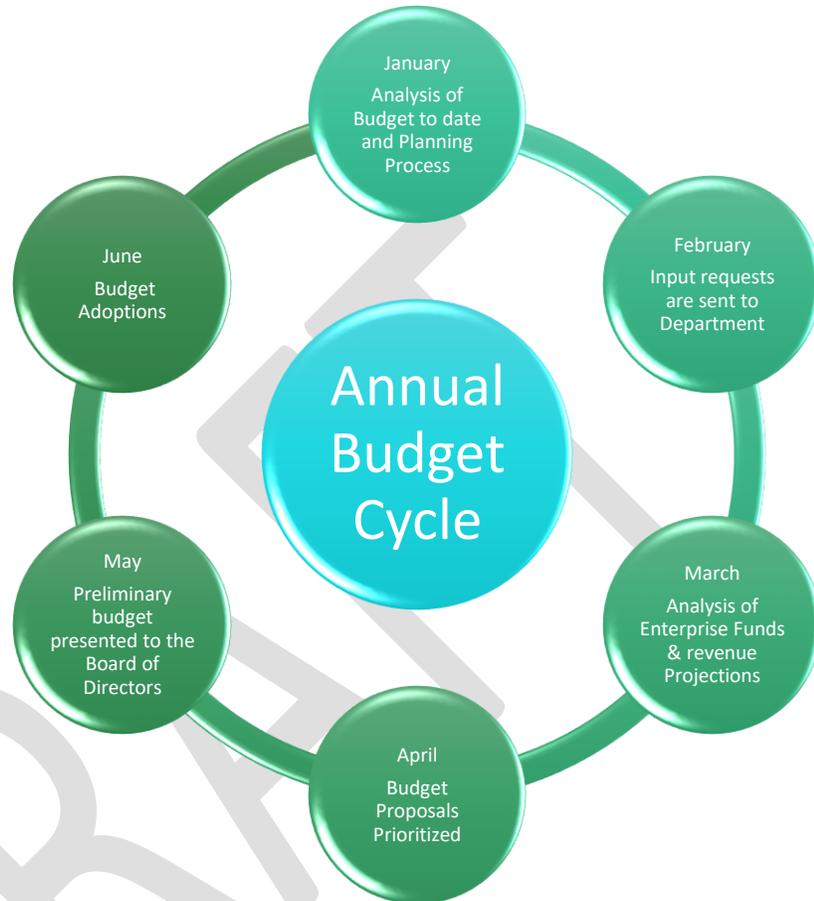
The Budget Process

Fiscal Years 2021 & 2022

2 Year Budget Build

The Budget is a spending management plan for the District's financial resources. Through the use of these resources, services are provided to meet the needs of the Town of Discovery Bay's residents.

The District's annual budget process begins in January and concludes in June where the final budget is adopted.



January: Operating budget preparations begin with the analysis of the current year's budget, which helps to determine the base budget for the following year.

February: Budget guidelines and instructions are distributed to each Department Head.

March: Department Managers meet with the Finance Manager to discuss their budget requests.

April: Department Managers meet with the Finance Committee to review the preliminary budget, where the budget is prioritized, refined, and compiled into the preliminary budget to bring to the Board of Directors.

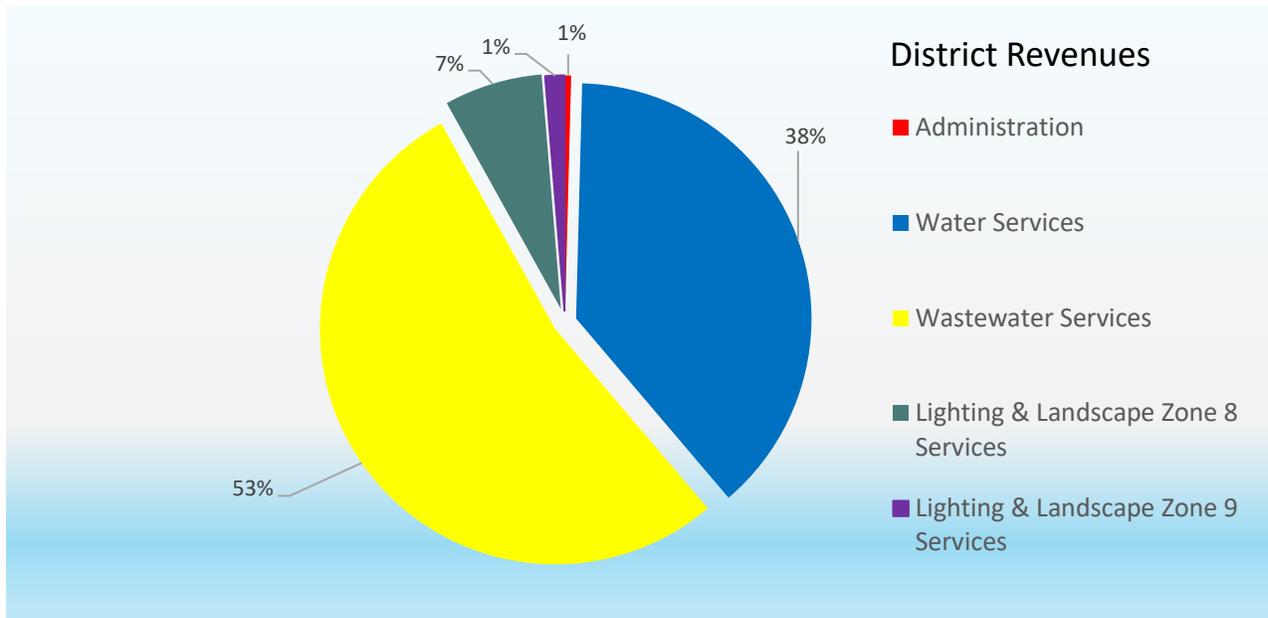
May: The preliminary budget is presented to the Board of Directors requesting any comments or recommendations.

June: The final budget is presented and adopted by the Board of Directors.

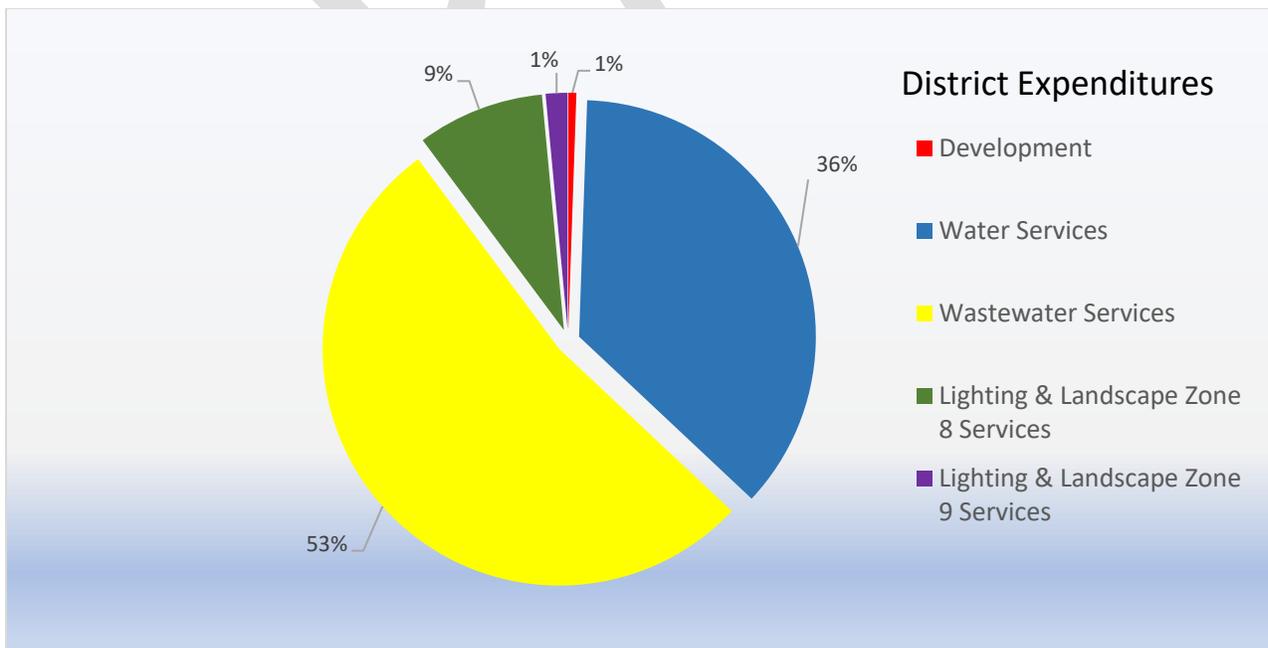
Budget Overview

The Town of Discovery Bay supports the Water Department, Wastewater Department and two Lighting and Landscaping Department Zones 8 & 9. Data is for budget year 2020-2021.

District Revenue



District Expenditures



Administration Services Revenue, Operations & Maintenance, and Capital Improvements

The Administration Fund revenue and expenditures cover all the Contra County Special District transactions for Contra Costa Lighting and Landscaping Zones 35, 57, & 61 which are maintained by the Town of Discovery Bay and reimbursed back to the District from Contra Costa County. These Zones included the following:

- Zone 35 includes the landscaped median islands on Bixler Road at the intersection of Highway 4, and a pedestrian pathway from the Sandy Cove Shopping Center to Newport Drive and two pedestrian bridges along the path.
- Zone 57 includes all landscaped streetscape frontages in and outside of the Centex Development along Highway 4, a portion of Bixler Road, and two (2) small parking areas. Regatta Park is also included in this zone.
- Zone 61 includes landscaped streetscape frontages along a major portion of Bixler Road, Point of Timber Road, the Park & Ride lot, a portion of Newport Drive, Preston Drive, and Slifer Drive. Slifer Park is also included in this zone.

Revenue

| Account Code | Revenue | Actuals to Date FY 2018-2019 | Budgeted FY 2019-2020 | Actuals to Date FY 2018-2019 | Budgeted FY 2020-2021 | Budgeted FY 2021-2022 |
|--------------|--|---------------------------------|--------------------------|---------------------------------|--------------------------|--------------------------|
| 10-31-5150 | Landscape Related Payroll Reimbursements | 134,447 | 0 | (18,629) | 0 | 0 |
| 10-31-5226 | L&L Vehicle Reimbursements | 28,926 | 35,000 | (33,340) | 35,000 | 35,000 |
| | Total | \$163,373 | \$35,000 | (\$51,969) | \$35,000 | \$35,000 |

Expenditures

| Account Code | Expenditures | Actuals to Date FY 2018-2019 | Budgeted FY 2019-2020 | Actuals to Date FY 2018-2019 | Budgeted FY 2020-2021 | Budgeted FY 2021-2022 |
|--------------|--------------------------------|---------------------------------|--------------------------|---------------------------------|--------------------------|--------------------------|
| 10-41-7000 | Salary & Wages | 79,566 | 0 | 0 | 0 | 0 |
| 10-41-7271 | Consulting Services | 24,750 | 0 | 0 | 0 | 0 |
| 10-41-7529 | Landscape Related Reimbursable | 46,816 | 35,000 | (16,980) | 35,000 | 35,000 |
| | Total | \$151,131 | \$35,000 | (\$16,980) | \$35,000 | \$35,000 |

Capital Improvements

There are no capital improvements planned for Zones 35, 57 and 61 in the fiscal year 2020-2021.

Administration Services Notations

Contra Costa County increased the budgets for the Landscaping & Maintenance Zones 35, 57 and 61 by an aggregate of \$2,400 from the 2019/2020 budget. The District is continuing with its review of these zones and the sustainability to financially maintain them.

Due to systematic issues, the Payroll and Vehicle budgets for the year ending 2019 and 2020 have been moved to the wastewater department. The expenses will be paid out of wastewater. Therefore, the reimbursement revenue will be received in wastewater.

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Water Services Revenue, Operations & Maintenance, and Capital Improvements

The revenue table below identifies the various sources of revenue that are anticipated during the next fiscal year. The primary source of the water revenue is derived from monthly volume water usage.

Revenue Details

| Account Code | Revenue | Actuals FY 2018-2019 | Budgeted FY 2019-2020 | Actuals to Date FY 2019-2020 | Budgeted FY 2020-2021 | Budgeted FY 2021-2022 |
|--------------|--------------------------------|----------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 20-31-5100 | SEC Collections Water | 17,600 | 0 | 0 | 0 | 0 |
| 20-31-5102 | SEC Collections Account Charge | 1,281,222 | 1,361,000 | 776,681 | 1,440,000 | 1,461,600 |
| 20-31-5145 | Meter Installation Fee | 335,713 | 5,000 | 251,437 | 335,218 | 335,218 |
| 20-31-5179 | Misc.-Water Service Fees | 19,607 | 10,000 | 21,475 | 10,000 | 10,000 |
| 20-31-5226 | Water Meter Rental | 250 | 0 | 475 | 0 | 0 |
| 20-31-5243 | Other | 134,189 | 2,000 | 10,224 | 2,000 | 2,000 |
| 20-31-6000 | Water Charges | 2,304,579 | 2,421,000 | 2,013,438 | 2,775,000 | 2,816,625 |
| 20-31-6030 | Connection Fees CIP | 3,400 | 10,000 | 4,000 | 6,000 | 6,000 |
| 20-31-6045 | Capacity Fee CIP | 164,900 | 20,000 | 194,000 | 15,000 | 15,000 |
| 20-31-6046 | Permit Fee | 1,700 | 5,000 | 2,000 | 5,000 | 5,000 |
| 20-31-6047 | Inspection Fee | 5,440 | 5,000 | 6,400 | 5,000 | 5,000 |
| 20-31-6086 | Meter Charge-Commercial | 72,111 | 69,000 | 64,104 | 69,000 | 69,000 |
| | Total Revenue | \$4,340,710 | \$3,908,000 | \$3,344,235 | \$4,662,218 | \$4,725,443 |

Expenditure Details

| Account Code | Expenditures | Actuals FY 2018-2019 | Budgeted FY 2019-2020 | Actuals to Date FY 2019-2020 | Budgeted FY 2020-2021 | Budgeted FY 2021-2022 |
|--------------|---------------------------------|----------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 20-41-7000 | Salary & Wages | 348,054 | 455,000 | 292,756 | 540,000 | 581,287 |
| 20-41-7001 | Overtime | 0 | 2,000 | 0 | 2,000 | 2,000 |
| 20-41-7030 | Group Insurance | 92,002 | 110,000 | 62,201 | 121,000 | 121,000 |
| 20-41-7045 | Workers Comp | 11,768 | 22,000 | 17,196 | 25,000 | 25,000 |
| 20-41-7060 | 457 B Plan | 9,212 | 13,000 | 8,551 | 27,925 | 27,925 |
| 20-41-7135 | Vacation | 3,325 | 0 | 0 | 0 | 0 |
| 20-41-7150 | Temporary Employees | 904 | 3,000 | 12,846 | 3,000 | 3,000 |
| 20-41-7152 | Temporary EE YE Accrual | 0 | 0 | 0 | 0 | 0 |
| 20-41-7165 | Board of Directors Compensation | 8,464 | 14,400 | 7,728 | 14,400 | 14,400 |
| 20-41-7180 | Training Conferences Travel | 0 | 30,000 | 1,526 | 31,000 | 31,000 |

| Account Code | Expenditures | Actuals FY 2018-2019 | Budgeted FY 2019-2020 | Actuals to Date FY 2019-2020 | Budgeted FY 2020-2021 | Budgeted FY 2021-2022 |
|--------------|-----------------------------------|----------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 20-41-7181 | Travel & Meetings - BOD | 1,193 | 0 | 2,535 | 0 | 0 |
| 20-41-7182 | Travel | 4,229 | 0 | 1,816 | 0 | 0 |
| 20-41-7196 | Training & Education - BOD | 746 | 0 | 1,032 | 0 | 0 |
| 20-41-7197 | Train, Meet & Education | 3,526 | 0 | 525 | 0 | 0 |
| 20-41-7210 | Dues & Subscriptions | 0 | 1,200 | 0 | 2,200 | 2,200 |
| 20-41-7225 | Memberships | 6,131 | 8,000 | 5,081 | 8,000 | 8,000 |
| 20-41-7255 | TODB Sponsored Events | 0 | 2,400 | 0 | 2,400 | 2,400 |
| 20-41-7271 | Consulting Services | 101,036 | 167,000 | 105,988 | 192,000 | 240,260 |
| 20-41-7272 | Water Service Contract | 651,455 | 655,700 | 500,245 | 680,181 | 697,185 |
| 20-41-7274 | Contract Services | 7,629 | 0 | 0 | 0 | 0 |
| 20-41-7275 | Preventative & Corrective-V | 27,536 | 30,000 | 14,663 | 30,000 | 30,000 |
| 20-41-7276 | Contract Mailing | 32,405 | 39,000 | 24,926 | 41,000 | 41,000 |
| 20-41-7277 | Veolia W Large Replacement | 13,598 | 25,000 | 17,615 | 25,000 | 25,000 |
| 20-41-7286 | Legal - General | 38,952 | 47,000 | 36,331 | 51,700 | 51,700 |
| 20-41-7288 | Legal - Litigation | 6,912 | 18,800 | 2,950 | 18,800 | 18,800 |
| 20-41-7301 | Annual Audit Services | 13,162 | 25,000 | 0 | 25,000 | 25,000 |
| 20-41-7315 | PR, Advertising & Elections | 0 | 0 | 0 | 0 | 0 |
| 20-41-7316 | Election Expense | 3,289 | 0 | 0 | 5,000 | 0 |
| 20-41-7317 | Advertising | 1,233 | 2,000 | 941 | 2,000 | 2,000 |
| 20-41-7318 | Public Relations | 5,596 | 6,000 | 0 | 6,000 | 6,000 |
| 20-41-7319 | Internet Website | 0 | 4,800 | 0 | 4,800 | 4,800 |
| 20-41-7345 | Public Communications and Notices | 0 | 2,400 | 0 | 2,400 | 2,400 |
| 20-41-7361 | Telephone - general | 4,847 | 5,500 | 3,058 | 5,500 | 5,500 |
| 20-41-7362 | Telecom - networking | 5,096 | 5,000 | 3,282 | 5,000 | 5,000 |
| 20-41-7363 | Telephone - cellular | 3,042 | 6,000 | 2,247 | 6,000 | 6,000 |
| 20-41-7376 | Road/Construction Materials | 8,460 | 10,000 | 33,077 | 50,000 | 51,500 |
| 20-41-7391 | Diesel Fuel | 0 | 1,500 | 0 | 0 | 0 |
| 20-41-7392 | Vehicle & Equipment - Fuel | 4,972 | 6,500 | 3,363 | 6,500 | 6,500 |
| 20-41-7393 | Vehicle & Equipment Sup & Rep | 1,847 | 4,400 | 475 | 4,400 | 4,400 |
| 20-41-7404 | Water Meter and Registers | 88,418 | 93,000 | 62,722 | 50,000 | 50,000 |
| 20-41-7405 | General Repairs - Pumps-V | 20,558 | 30,000 | 0 | 30,000 | 30,000 |
| 20-41-7406 | General Repairs | 399,658 | 300,000 | 199,413 | 300,000 | 309,000 |
| 20-41-7408 | Special Equipment | 646 | 1,200 | 0 | 1,200 | 1,200 |

| Account Code | Expenditures | Actuals FY 2018-2019 | Budgeted FY 2019-2020 | Actuals to Date FY 2019-2020 | Budgeted FY 2020-2021 | Budgeted FY 2021-2022 |
|--------------|----------------------------------|----------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 20-41-7409 | Info System - Maintenance | 7,187 | 10,000 | 8,072 | 10,000 | 10,000 |
| 20-41-7410 | Equipment Maintenance | 1,763 | 3,600 | 1,109 | 3,600 | 3,600 |
| 20-41-7411 | Software Hosting | 19,475 | 12,000 | 24,173 | 33,000 | 33,000 |
| 20-41-7412 | Computer Equipment & Supplies | 1,578 | 3,500 | 2,248 | 3,500 | 3,500 |
| 20-41-7413 | Miscellaneous Small Tools | 1,491 | 2,000 | 4,481 | 3,000 | 3,000 |
| 20-41-7414 | Equipment Repair | 0 | 400 | 0 | 400 | 400 |
| 20-41-7415 | Computer Software | 565 | 4,000 | 299 | 4,000 | 4,000 |
| 20-41-7417 | Instrument & Controls-V | 7,666 | 12,500 | 176 | 12,500 | 12,500 |
| 20-41-7422 | Minor Equipment/Furniture | 0 | 2,000 | 0 | 2,000 | 2,000 |
| 20-41-7423 | Office Furniture | 484 | 0 | 0 | 0 | 0 |
| 20-41-7424 | Postage | 718 | 1,000 | 615 | 1,000 | 1,000 |
| 20-41-7425 | Office Supplies | 9,099 | 10,000 | 8,487 | 10,000 | 10,000 |
| 20-41-7437 | Rent Public Meetings | 0 | 200 | 0 | 200 | 200 |
| 20-41-7438 | Building Rent | 13,200 | 13,200 | 0 | 13,200 | 13,200 |
| 20-41-7439 | Equipment Rental/Leasing | 343 | 2,000 | 257 | 2,000 | 2,000 |
| 20-41-7440 | Facility Maintenance - Landscape | 0 | 1,600 | 975 | 1,600 | 1,600 |
| 20-41-7441 | Building Maintenance | 6,138 | 6,000 | 7,551 | 6,000 | 6,000 |
| 20-41-7451 | Insurance Liability & Property | 41,273 | 59,000 | 46,982 | 65,775 | 72,352 |
| 20-41-7466 | Permits & Fees | 33,167 | 45,000 | 28,268 | 45,000 | 45,000 |
| 20-41-7469 | Personal Protective Equipment | 909 | 3,000 | 1,178 | 3,000 | 3,000 |
| 20-41-7470 | Safety Equipment & Supplies | 1,002 | 1,400 | 901 | 1,400 | 1,400 |
| 20-41-7481 | Utilities/Electrical Cost | 485,549 | 425,000 | 332,980 | 460,000 | 460,000 |
| 20-41-7483 | Utilities/Waste Cost | 0 | 0 | 2,092 | 0 | 0 |
| 20-41-7495 | Chemicals | 25,677 | 26,000 | 19,222 | 32,000 | 32,000 |
| 20-41-7510 | Freight | 0 | 800 | 0 | 800 | 800 |
| 20-41-7511 | UPS/Courier | 219 | 320 | 0 | 320 | 320 |
| 20-41-7525 | Reserve Expense | 0 | 0 | 0 | 0 | 0 |
| 20-41-7526 | Miscellaneous Bank Charges | 22,117 | 12,000 | 18,505 | 25,000 | 25,000 |
| 20-41-7527 | Miscellaneous Services & Suppl | 3,973 | 1,200 | 1,653 | 1,200 | 1,200 |
| 20-41-7528 | Miscellaneous Reimbursable | 0 | 400 | 0 | 400 | 400 |
| 20-41-7530 | Unrecoverable Charges | 0 | 1,000 | 0 | 1,000 | 1,000 |

| Account Code | Expenditures | Actuals FY 2018-2019 | Budgeted FY 2019-2020 | Actuals to Date FY 2019-2020 | Budgeted FY 2020-2021 | Budgeted FY 2021-2022 |
|--------------|---------------------------------|----------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 20-41-7532 | Miscellaneous | 0 | 2,000 | 0 | 2,000 | 2,000 |
| 20-41-7533 | Bad Debt | 12,293 | 5,000 | 0 | 5,000 | 5,000 |
| 20-41-7534 | Special Expense | 2,028 | 2,000 | 826 | 2,000 | 2,000 |
| 20-41-7535 | Credit Memo | 0 | 5,000 | 0 | 5,000 | 5,000 |
| 20-41-7536 | Operating Transfer Out | 143,344 | 0 | 0 | 0 | 0 |
| 20-41-7537 | Debt Service | 0 | 259,000 | 143,866 | 260,000 | 751,100 |
| 20-41-7542 | Taxes & Assessments | 0 | 400 | 0 | 400 | 400 |
| 20-41-7545 | Revenue Collection | 0 | 2,400 | 0 | 2,400 | 2,400 |
| 20-41-7546 | Investment Fee | 0 | 0 | 0 | 0 | 0 |
| 20-41-7547 | Payroll Wire Transfer Fee | 226 | 1,040 | 110 | 1,040 | 1,040 |
| 20-41-7548 | Accounting (A/P, A/R, GL) | 0 | 800 | 0 | 800 | 800 |
| 20-41-7549 | Public Works - Permits | 9,881 | 20,000 | 2,548 | 20,000 | 20,000 |
| 20-41-7550 | Property Taxes | 155 | 1,200 | 200 | 1,200 | 1,200 |
| 20-41-7585 | Gain or Loss Disposal/Sale of | 4,996 | 0 | 0 | 0 | 0 |
| 20-41-7587 | Developer Deposit Reimbursement | 556 | 0 | 479 | 0 | 0 |
| | Total | \$2,813,671 | \$3,104,765 | \$2,083,340 | \$3,361,141 | \$3,970,869 |

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Capital Improvement Details

| Account Code | Expenses | Actual FY 2018-2019 | Budgeted FY 2019-2020 | Actual FY 2019-2020 | Budgeted FY 2020-2021 | Budgeted FY 2021-2022 |
|-----------------|---|------------------------|--------------------------|------------------------|--------------------------|--------------------------|
| 20-1156 | CIP for Water Supply Capacity (Source, Treatment and Storage) | | 700,000 | 13,619 | 750,000 | 2,650,000 |
| 20-1170 | Upgrades and Maintenance for Existing Water Supply Facilities | | 325,000 | | 350,000 | 218,000 |
| 20-1170 | Water Distribution System/Pipeline Replacements | | 990,000 | | 1,440,000 | 500,000 |
| 20-1170 | Additional Capital Improvements - Water Distribution System & Maintenance | | 25,000 | | 25,000 | 25,000 |
| 20-1170 | Master Plans | | 250,000 | | 315,000 | 0 |
| 20-1135/20-1120 | Water/WW Combined Project Total (trucks, building repairs, equipment) | | 124,000 | 15,499 | 296,000 | 1,040,000 |
| | Total | \$276,870 | \$2,414,000 | \$29,119 | \$3,176,000 | \$4,433,000 |

In fiscal year 2020/2021, the District will begin the Capital Improvement Projects which include:

- the design and site acquisition for a new well named Well #8
- major pipeline replacements at Lakeview Business Park, Edgeview, St. Andrews/Clubhouse and, Marina Underwater Crossing
- cathodic protection
- an Urban Water Master Management Plan which is state mandated and a cross connection survey and plan

For a complete listing of capital projects, scheduled year and associated costs please see page 48.

Budgeted Fund Summary

| Water Fund Summary | Year End Fund Balance FY 18/19 | Budgeted Revenues FY 19/20 | Budgeted Expenses FY 19/20 | Budgeted Fund Balance FY 19/20 | Estimated Revenues FY 20/21 | Estimate Expenses FY 20/21 | Estimate Fund Balance FY 20/21 | Estimated Revenues FY 21/22 | Estimate Expenses FY 21/22 | Estimate Fund Balance FY 21/22 |
|-----------------------------------|---------------------------------------|-----------------------------------|-----------------------------------|---------------------------------------|------------------------------------|-----------------------------------|---------------------------------------|------------------------------------|-----------------------------------|---------------------------------------|
| Beginning Fund Balance(Carryover) | | 5,950,738 | | | 4,572,754 | | | 2,914,212 | | |
| O&M Funds | 681,756 | 3,104,760 | 2,911,984 | 874,532 | 3,361,141 | 3,104,760 | 1,130,913 | 3,232,660 | 3,232,660 | 1,130,913 |
| Capital Improvement Funds | 3,306,428 | 553,240 | 2,374,000 | 1,485,668 | 1,051,077 | 3,176,000 | (639,255) | 1,242,783 | 2,768,000 | (2,164,472) |
| Revolving Funds | 762,154 | 250,000 | 0 | 1,012,154 | 250,000 | 40,000 | 1,222,154 | 250,000 | 0 | 1,472,154 |
| Reserve Funds | 1,200,400 | 0 | 0 | 1,200,400 | 0 | 0 | 1,200,400 | 0 | 0 | 1,200,400 |
| YE Fund Balance | \$5,950,738 | \$9,858,738 | \$5,285,984 | \$4,572,754 | \$9,234,972 | \$6,320,760 | \$2,914,212 | \$7,639,655 | \$6,000,660 | \$1,638,995 |

The water revenue is distributed to the O&M Funds, the Capital Improvements Funds, the Revolving Funds and the Reserve Funds per the annual budget.

O&M Funds are District revenues and expenses needed to operate the Water Services Department. This fund maintains a balance of 20-22% of the O&M expenses for operational cash flow.

Capital Improvement Funds are District revenues and expenses needed for capital improvements of the water distribution systems. These funds are generally budgeted revenues comprised of water volume use and capacity and connection fees.

Revolving Funds are for the future maintenance or improvements of the water infrastructure system, pumps, generator facilities, and vehicles replacements.

Reserve Funds have been established for emergency use for the water utility system. This reserve is 30% of the water operating budget.

As of fiscal year 20/21, the District will need to identify funding opportunities to complete the necessary capital projects. In fiscal year 19/20, the District is in the process of a rate study to properly plan for the costs of these future projects.

Wastewater Services Revenue, Operations & Maintenance, and Capital Improvements

The revenue table below identifies the various sources of revenue that can be anticipated during the next fiscal year. The primary source of the Wastewater revenue is derived from Property Tax charges for the collection, conveyance, treatment, and discharge of treated effluent.

Revenue

| Account Code | Revenue | Actuals FY 2018-2019 | Budgeted FY 2019-2020 | Actuals to Date FY 2019-2020 | Budgeted FY 2020-2021 | Budgeted FY 2021-2022 |
|--------------|-------------------------------|----------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 21-31-5101 | SEC Collections Wastewater | 5,649,284 | 5,875,195 | 3,106,725 | 5,965,127 | 6,054,604 |
| 21-31-5177 | Reimbursements | 0 | 6,300 | 1,142 | 6,300 | 6,300 |
| 21-31-5179 | Misc. | 7,460 | 0 | 0 | 0 | 0 |
| 21-31-5243 | Other | 12,965 | 1,000 | 293,099 | 1,000 | 1,000 |
| 21-31-6015 | Sewer Charges | 142,469 | 153,000 | 92,687 | 157,000 | 157,000 |
| 21-31-6030 | Connection Fees CIP | 3,400 | 10,000 | 4,000 | 10,000 | 10,000 |
| 21-31-6045 | Capacity Fee CIP | 194,469 | 65,000 | 266,649 | 65,000 | 65,000 |
| 21-31-6046 | Permit Fee | 0 | 5,000 | 0 | 5,000 | 5,000 |
| 21-31-6047 | Inspection Fee | 5,440 | 5,000 | 6,400 | 5,000 | 5,000 |
| 21-31-6086 | CO ZONES VEHICLE REIMBURSABLE | 0 | 81,000 | 58,480 | 81,000 | 81,000 |
| 21-31-6087 | CO ZONES PAYROLL REIMBURSABLE | 0 | 162,000 | 395,595 | 162,000 | 162,000 |
| | Total | \$6,015,487 | \$6,363,495 | \$4,224,775 | \$6,457,427 | \$6,546,904 |

Expenditures

| Account Code | Expenditures | Actuals FY 2018-2019 | Budgeted FY 2019-2020 | Actuals to Date FY 2019-2020 | Budgeted FY 2020-2021 | Budgeted FY 2021-2022 |
|--------------|---------------------------------|----------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 21-41-7000 | Salary & Wages | 408,252 | 557,000 | 312,575 | 610,000 | 663,611 |
| 21-41-7001 | Overtime | 0 | 2,000 | 0 | 2,000 | 2,000 |
| 21-41-7003 | ER Taxes | 31,103 | 0 | 0 | 0 | 0 |
| 21-41-7030 | Group Insurance | 138,003 | 164,000 | 93,302 | 180,000 | 180,000 |
| 21-41-7045 | Workers Comp | 17,651 | 30,000 | 25,794 | 33,000 | 33,000 |
| 21-41-7060 | 457 B Plan | 13,863 | 19,000 | 12,826 | 14,125 | 14,125 |
| 21-41-7135 | Vacation | 7,851 | 0 | 0 | 0 | 0 |
| 21-41-7150 | Temporary Employees | 1,356 | 5,000 | 19,269 | 5,000 | 5,000 |
| 21-41-7165 | Board of Directors Compensation | 12,351 | 22,000 | 11,592 | 22,000 | 22,000 |
| 21-41-7180 | Training Conferences Travel | 0 | 30,000 | 1,713 | 30,000 | 30,000 |

| Account Code | Expenditures | Actuals FY 2018-2019 | Budgeted FY 2019-2020 | Actuals to Date FY 2019-2020 | Budgeted FY 2020-2021 | Budgeted FY 2021-2022 |
|--------------|-----------------------------------|----------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 21-41-7181 | Travel & Meetings - BOD | 1,789 | 0 | 3,822 | 0 | 0 |
| 21-41-7182 | Travel | 3,850 | 0 | 1,571 | 0 | 0 |
| 21-41-7196 | Training & Education - BOD | 1,119 | 0 | 1,548 | 0 | 0 |
| 21-41-7197 | Train, Meet & Education | 2,461 | 0 | 375 | 0 | 0 |
| 21-41-7210 | Dues & Subscriptions | 0 | 1,600 | 0 | 2,600 | 2,600 |
| 21-41-7225 | Memberships | 7,579 | 12,000 | 5,213 | 12,000 | 12,000 |
| 21-41-7255 | TODB Sponsored Events | 0 | 3,600 | 0 | 3,600 | 3,600 |
| 21-41-7270 | Environmental Studies | 9,442 | 0 | 0 | 0 | 0 |
| 21-41-7271 | Consulting Services | 105,533 | 180,000 | 156,790 | 180,000 | 227,900 |
| 21-41-7272 | Wastewater Service Contract | 1,006,625 | 1,043,000 | 750,368 | 1,020,271 | 1,045,778 |
| 21-41-7275 | Preventative & Corrective-V | 72,392 | 65,000 | 51,588 | 70,000 | 70,000 |
| 21-41-7277 | Veolia WW Large Replacement | 72,113 | 100,000 | 55,797 | 110,000 | 110,000 |
| 21-41-7286 | Legal - General | 41,236 | 106,000 | 36,912 | 106,000 | 106,000 |
| 21-41-7288 | Legal - Litigation | 10,368 | 25,000 | 5,155 | 25,000 | 25,000 |
| 21-41-7301 | Annual Audit Services | 19,744 | 30,000 | 0 | 30,000 | 30,000 |
| 21-41-7315 | PR, Advertising & Elections | 3,330 | 0 | 0 | 0 | 0 |
| 21-41-7316 | Election Expense | 4,933 | 15,000 | 0 | 10,000 | 0 |
| 21-41-7317 | Advertising | 1,342 | 3,000 | 946 | 3,000 | 3,000 |
| 21-41-7319 | Internet Website | 0 | 600 | 0 | 600 | 600 |
| 21-41-7345 | Public Communications and Notices | 0 | 3,600 | 0 | 3,600 | 3,600 |
| 21-41-7361 | Telephone - general | 13,108 | 15,000 | 8,006 | 15,000 | 15,000 |
| 21-41-7362 | Telecom - networking | 10,376 | 15,000 | 6,527 | 15,000 | 15,000 |
| 21-41-7363 | Telephone - cellular | 3,998 | 6,000 | 2,518 | 6,000 | 6,000 |
| 21-41-7376 | Road/Construction Materials | 2,851 | 3,000 | 0 | 3,000 | 3,000 |
| 21-41-7391 | Diesel Fuel | 0 | 5,000 | 0 | 0 | 0 |
| 21-41-7392 | Vehicle & Equipment - Fuel | 2,121 | 6,000 | 1,360 | 6,000 | 6,000 |
| 21-41-7393 | Vehicle & Equipment Sup & Rep | 28,675 | 30,000 | 6,230 | 30,000 | 30,000 |
| 21-41-7405 | General Repairs - Pumps-V | 53,912 | 30,000 | 40,012 | 30,000 | 30,000 |
| 21-41-7406 | General Repairs-V | 34,806 | 100,000 | 20,674 | 100,000 | 100,000 |
| 21-41-7407 | NTR/SIP Testing - RWQCB | 0 | 5,000 | 0 | 5,000 | 5,000 |
| 21-41-7408 | Special Equipment | 970 | 3,000 | 0 | 3,000 | 3,000 |
| 21-41-7409 | Info System - Maintenance | 11,026 | 15,000 | 11,587 | 15,000 | 15,000 |
| 21-41-7410 | Equipment Maintenance | 2,784 | 5,400 | 3,063 | 5,400 | 5,400 |
| 21-41-7411 | Software Hosting | 3,952 | 6,000 | 12,426 | 15,000 | 15,000 |

| Account Code | Expenditures | Actuals FY 2018-2019 | Budgeted FY 2019-2020 | Actuals to Date FY 2019-2020 | Budgeted FY 2020-2021 | Budgeted FY 2021-2022 |
|--------------|----------------------------------|----------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 21-41-7412 | Computer Equipment & Supplies | 2,269 | 6,000 | 3,214 | 6,000 | 6,000 |
| 21-41-7413 | Miscellaneous Small Tools | 665 | 3,000 | 299 | 3,000 | 3,000 |
| 21-41-7414 | Equipment Repair | 0 | 600 | 0 | 600 | 600 |
| 21-41-7415 | Computer Software | 438 | 1,500 | 562 | 1,500 | 1,500 |
| 21-41-7416 | UV Parts | 17,413 | 50,000 | 3,500 | 50,000 | 50,000 |
| 21-41-7417 | Instrument & Controls-V | 25,835 | 47,000 | 17,639 | 47,000 | 47,000 |
| 21-41-7423 | Office Furniture | 726 | 0 | 0 | 0 | 0 |
| 21-41-7424 | Postage | 1,229 | 1,500 | 864 | 1,500 | 1,500 |
| 21-41-7425 | Office Supplies | 6,824 | 10,000 | 5,924 | 10,000 | 10,000 |
| 21-41-7437 | Rent Public Meetings | 0 | 300 | 0 | 0 | 0 |
| 21-41-7438 | Building Rent | 19,800 | 19,800 | 0 | 19,800 | 19,800 |
| 21-41-7439 | Equipment Rental/Leasing | 515 | 3,000 | 386 | 3,000 | 3,000 |
| 21-41-7440 | Facility Maintenance - Landscape | 3,475 | 2,400 | 3,995 | 2,400 | 2,400 |
| 21-41-7441 | Building Maintenance | 9,145 | 12,000 | 11,696 | 12,000 | 12,000 |
| 21-41-7451 | Insurance Liability & Property | 54,590 | 69,000 | 70,473 | 98,662 | 108,528 |
| 21-41-7466 | Permits & Fees | 50,484 | 36,000 | 47,201 | 55,000 | 55,000 |
| 21-41-7468 | NPDES Permits & Fines | 10,016 | 70,000 | 35,182 | 70,000 | 70,000 |
| 21-41-7469 | Personal Protective Equipment | 462 | 1,020 | 525 | 1,020 | 1,020 |
| 21-41-7470 | Safety Equipment & Supplies | 2,299 | 3,000 | 435 | 3,000 | 3,000 |
| 21-41-7481 | Utilities/Electrical Cost | 537,893 | 575,000 | 337,306 | 575,000 | 575,000 |
| 21-41-7483 | Utilities/Waste Cost | 953 | 4,000 | 0 | 2,000 | 2,000 |
| 21-41-7495 | Chemicals | 24,176 | 31,000 | 27,627 | 33,000 | 33,000 |
| 21-41-7510 | Freight | 0 | 1,000 | 0 | 1,000 | 1,000 |
| 21-41-7511 | UPS/Courier | 56 | 0 | 0 | 0 | 0 |
| 21-41-7526 | Miscellaneous Bank Charges | 1,429 | 1,000 | 118 | 1,000 | 1,000 |
| 21-41-7527 | Miscellaneous Services & Suppl | 2,275 | 4,500 | 1,918 | 4,500 | 4,500 |
| 21-41-7528 | Miscellaneous Reimbursable | 0 | 600 | 0 | 600 | 600 |
| 21-41-7530 | Unrecoverable Charges | 0 | 1,000 | 0 | 1,000 | 1,000 |
| 21-41-7532 | Miscellaneous | 0 | 2,000 | 0 | 2,000 | 2,000 |
| 21-41-7533 | Bad Debt | (372) | 5,000 | 0 | 5,000 | 5,000 |
| 21-41-7534 | Special Expense | 2,863 | 3,000 | 1,240 | 3,000 | 3,000 |
| 21-41-7535 | Credit Memo | 0 | 2,000 | 0 | 2,000 | 2,000 |

| Account Code | Expenditures | Actuals FY 2018-2019 | Budgeted FY 2019-2020 | Actuals to Date FY 2019-2020 | Budgeted FY 2020-2021 | Budgeted FY 2021-2022 |
|--------------|---------------------------------|----------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 21-41-7536 | Operating Transfer Out | 1,204,469 | 0 | 0 | 0 | 0 |
| 21-41-7537 | Debt Service | 0 | 1,102,000 | 1,029,826 | 1,102,000 | 1,711,900 |
| 21-41-7542 | Taxes & Assessments | 0 | 1,000 | 0 | 1,000 | 1,000 |
| 21-41-7543 | Interfund Investment Prop Tax | 178 | 0 | 0 | 0 | 0 |
| 21-41-7545 | Revenue Collection | 5,308 | 6,500 | 0 | 6,500 | 6,500 |
| 21-41-7547 | Payroll Wire Transfer Fee | 339 | 1,560 | 165 | 1,560 | 1,560 |
| 21-41-7548 | Accounting (A/P, A/R, GL) | 0 | 1,200 | 0 | 1,200 | 1,200 |
| 21-41-7549 | Public Works - Permits | 334 | 2,000 | 3,292 | 3,500 | 3,500 |
| 21-41-7550 | Property Taxes | 11,697 | 17,000 | 11,923 | 17,000 | 17,000 |
| 21-41-7587 | Developer Deposit Reimbursement | 6,256 | 0 | 4,710 | 0 | 0 |
| | Total | \$4,166,906 | \$4,759,280 | \$3,279,578 | \$4,868,539 | \$5,605,322 |

Capital Improvements

| Account Code | Capital Improvements | Actual FY 2018-2019 | Budgeted FY 2018-2019 | Actuals to Date FY 2019-2020 | Budgeted FY 2020-2021 | Budgeted FY 2021-2022 |
|--------------|---|---------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| | Annual Wastewater Lift Station Improvements | | 280,000 | | 150,000 | 200,000 |
| | Clarifier Rehabilitation-Wastewater System | | 160,000 | | 5,000 | 150,000 |
| | Wastewater Treatment Plant 1 Refurbishment | | 0 | | 178,112 | 3,628,575 |
| | Additional Capital Improvements - Wastewater System & Maintenance | | 650,000 | 80,273 | 110,000 | 230,000 |
| | Denitrification Project | | 450,000 | 24,334 | 427,168 | 4,221,029 |
| | Mainline Piping Replacement | | 250,000 | | - | - |
| | Master Plans | | 0 | 175,699 | - | - |
| | Water/WW Combined Project Total (trucks, building repairs, equipment) | | 186,000 | 42,559 | 444,000 | 1,560,000 |
| | Total | \$99,430 | \$1,976,000 | \$322,866 | \$1,314,280 | \$9,989,604 |

In fiscal year 2020/2021, the District will begin the Capital Improvement Projects which include multiple wastewater treatment plant modifications such as:

- Denitrification, engineering and design.
- UV disinfection improvements.
- Step Screen Headworks.
- 3 Lift Station upgrades.
- Plant 1 refurbishment – engineering and design.

District Staff and the Board of Directors will continue to discuss and plan to fund Denitrification in fiscal year 2020/2021. For a complete listing of capital projects and associated costs please see page 48.

Budgeted Fund Summary

| Wastewater Fund Summary | Year End Fund Balance FY 18/19 | Budgeted Revenues FY 19/20 | Budgeted Expenses FY 19/20 | Budgeted Fund Balance FY 19/20 | Estimated Revenues FY 20/21 | Estimate Expenses FY 20/21 | Estimate Fund Balance FY 20/21 | Estimated Revenues FY 21/22 | Estimate Expenses FY 21/22 | Estimate Fund Balance FY 21/22 |
|------------------------------------|--------------------------------|----------------------------|----------------------------|--------------------------------|-----------------------------|----------------------------|--------------------------------|-----------------------------|----------------------------|--------------------------------|
| Beginning Fund Balance (Carryover) | | 10,854,059 | | | 10,482,274 | | | 10,756,882 | | |
| O&M Funds | 4,181,357 | 4,759,280 | 4,759,280 | 4,181,357 | 4,868,539 | 4,868,539 | 4,181,357 | 5,605,322 | 5,605,322 | 4,181,357 |
| Capital Improvement Funds | 2,789,676 | 1,329,215 | 1,976,000 | 2,142,891 | 1,313,888 | 1,314,280 | 2,142,499 | 666,582 | 9,989,604 | (7,180,523) |
| Revolving Funds | 2,082,426 | 275,000 | 0 | 2,357,426 | 275,000 | | 2,632,426 | 275,000 | 0 | 2,907,426 |
| Reserve Funds | 1,800,600 | 0 | 0 | 1,800,600 | 0 | 0 | 1,800,600 | 0 | 0 | 1,800,600 |
| YE Fund Balance | \$10,854,059 | \$17,217,554 | \$6,735,280 | \$10,482,274 | \$16,939,701 | \$6,182,819 | \$10,756,882 | \$17,303,786 | \$15,594,926 | \$1,708,860 |

The wastewater revenue is distributed to the O&M Funds, the Capital Improvements Funds, the Revolving Funds and the Reserve Funds per the annual budget.

O&M Funds are District revenues and expenses needed to operate the Wastewater Services Department. This fund maintains a balance of 20-22% of the O&M expenses for operational cash flow.

Capital Improvement Funds are District revenues and expenses needed for capital improvements of the water distribution systems. These funds are generally budgeted revenues comprised of rate payers and capacity and connection fees.

Revolving Funds are for the future maintenance or improvements of the wastewater infrastructure system, pumps, generators facilities, and vehicles replacements.

Reserve Funds have been established for emergency use for the wastewater system. This reserve is 30% of the water operating budget.

As of fiscal year 20/21, the District will need to identify funding opportunities to complete the necessary capital projects. In fiscal year 19/20, the District is in the process of a rate study to properly plan for the costs of these future projects.

Lighting & Landscaping, Community Center Zone #8 Services Revenue, Operations & Maintenance, and Capital Improvements

The Lighting and Landscaping Zone #8 (Zone 8) receives its revenues from property taxes (appropriations limit set by the California Department of Finance); and from cost recovery fees and charges derived from the recreational classes, facility rentals, donations, novelty/beverage/food sales and community center events.

Revenue

| Account Code | Revenue | Actuals FY 2018-2019 | Budgeted FY 2019-2020 | Actuals to Date FY 2019-2020 | Budgeted FY 2020-2021 | Budgeted FY 2021-2022 |
|--------------|--------------------------------|----------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 40-31-5106 | Current Secured Property Tax | 679,564 | 672,615 | 377,072 | 684,000 | 690,840 |
| 40-31-5148 | Advertising Revenue | 0 | 800 | 0 | 0 | 0 |
| 40-31-5149 | Community Center Program Fees | 33,128 | 75,000 | 0 | 40,000 | 50,000 |
| 40-31-5150 | Community Center Events | 210 | 3,000 | 0 | 3,000 | 3,000 |
| 40-31-5151 | Landscape Related Reimbursable | 0 | 6,000 | 0 | 6,000 | 6,000 |
| 40-31-5195 | Interest Income | 0 | 0 | 32,819 | 26,255 | 19,692 |
| 40-31-5226 | CCC Vehicle Reimbursement | 71,301 | 55,000 | 0 | 14,200 | 15,000 |
| 40-31-5243 | Other | 1,313,141 | 131,275 | 119 | 6,000 | 6,000 |
| 40-31-6000 | Recreation Revenue | 5,440 | 0 | 61,028 | 0 | 0 |
| 40-31-6690 | Swim Team | 38,950 | 60,000 | 0 | 0 | 0 |
| 40-31-6695 | Rentals | 39,256 | 38,000 | 0 | 38,000 | 38,000 |
| 40-31-6996 | Community Center Apparel | 51 | 300 | 0 | 300 | 300 |
| 40-31-6997 | Community Center Food | 136 | 100 | 0 | 100 | 100 |
| 40-31-6998 | Community Center Beverage | 501 | 500 | 0 | 500 | 500 |
| 40-31-6999 | Community Center Pool Fee | 2,655 | 7,500 | 0 | 1,000 | 7,500 |
| | Total | \$2,184,331 | \$1,050,090 | \$471,038 | \$819,355 | \$836,932 |

Expenditures

| Account Code | Expenditures | Actuals FY 2018-2019 | Budgeted FY 2019-2020 | Actuals to Date FY 2019-2020 | Budgeted FY 2020-2021 | Budgeted FY 2021-2022 |
|--------------|-----------------------------|----------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 40-41-7000 | Salary & Wages | 126,154 | 160,000 | 88,733 | 175,000 | 183,750 |
| 40-41-7003 | ER Taxes | 10,103 | 0 | 0 | 0 | 0 |
| 40-41-7135 | Vacation | 2,720 | 0 | 0 | 0 | 0 |
| 40-41-7150 | Temporary Employees | 0 | 0 | 2,552 | 0 | 0 |
| 40-41-7180 | Training Conferences Travel | 0 | 3,000 | 624 | 1,500 | 1,500 |

| Account Code | Expenditures | Actuals FY 2018-2019 | Budgeted FY 2019-2020 | Actuals to Date FY 2019-2020 | Budgeted FY 2020-2021 | Budgeted FY 2021-2022 |
|--------------|----------------------------------|----------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 40-41-7210 | Dues & Subscriptions | 0 | 200 | 0 | 200 | 200 |
| 40-41-7225 | Memberships | 0 | 525 | 0 | 525 | 525 |
| 40-41-7271 | Consulting Services | 816 | 0 | 395 | 0 | 0 |
| 40-41-7286 | Legal - General | 452 | 1,000 | 1,235 | 1,000 | 1,000 |
| 40-41-7301 | Annual Audit Services | 2,200 | 2,200 | 0 | 2,200 | 2,200 |
| 40-41-7317 | Advertising | 0 | 50 | 667 | 50 | 50 |
| 40-41-7361 | Telephone - general | 0 | 1,125 | 0 | 1,125 | 1,125 |
| 40-41-7362 | Telecom - networking | 1,814 | 900 | 1,038 | 900 | 900 |
| 40-41-7363 | Telephone - cellular | 1,158 | 2,000 | 1,096 | 2,000 | 2,500 |
| 40-41-7376 | Road/Construction Materials | 0 | 500 | 0 | 500 | 500 |
| 40-41-7392 | Vehicle & Equipment - Fuel | 5,945 | 5,000 | 4,299 | 6,500 | 6,500 |
| 40-41-7393 | Vehicle & Equipment Sup & Rep | 3,123 | 3,000 | 3,575 | 3,500 | 3,500 |
| 40-41-7409 | Info System - Maintenance | 0 | 800 | 0 | 800 | 800 |
| 40-41-7410 | Equipment Maintenance | 363 | 3,000 | 820 | 500 | 500 |
| 40-41-7412 | Computer Equipment & Supplies | 0 | 150 | 1,909 | 150 | 150 |
| 40-41-7413 | Miscellaneous Small Tools | 1,865 | 1,500 | 336 | 1,000 | 1,000 |
| 40-41-7414 | Equipment Repair | 1,582 | 1,000 | 685 | 1,000 | 1,000 |
| 40-41-7415 | Computer Software | 0 | 0 | 90 | 0 | 0 |
| 40-41-7421 | Cleaning Supplies | 0 | 1,000 | 131 | 500 | 500 |
| 40-41-7422 | Minor Equipment/Furniture | 0 | 150 | 0 | 0 | 0 |
| 40-41-7424 | Postage | 0 | 150 | 0 | 150 | 150 |
| 40-41-7425 | Office Supplies | 716 | 1,200 | 1,151 | 1,000 | 1,000 |
| 40-41-7438 | Building Rent | 7,800 | 9,000 | 0 | 9,000 | 9,000 |
| 40-41-7439 | Equipment Rental/Leasing | 0 | 2,000 | 449 | 1,500 | 1,500 |
| 40-41-7440 | Facility Maintenance - Landscape | 73,001 | 50,000 | 13,656 | 30,000 | 30,000 |
| 40-41-7441 | Building Maintenance | 12,663 | 8,000 | 8,009 | 10,000 | 10,000 |
| 40-41-7451 | Insurance Liability & Property | 1,865 | 1,700 | 1,700 | 2,611 | 2,872 |
| 40-41-7467 | Special Expense | 8,323 | 0 | 0 | 0 | 0 |
| 40-41-7469 | Personal Protective Equipment | 2,600 | 3,000 | 2,281 | 3,000 | 3,000 |
| 40-41-7470 | Safety Equipment & Supplies | 414 | 0 | 347 | 0 | 0 |
| 40-41-7481 | Utilities/Electrical Cost | 92,644 | 90,000 | 58,841 | 92,000 | 92,000 |
| 40-41-7482 | Utilities/Water Cost | 51,907 | 40,000 | 30,910 | 50,000 | 50,000 |

| Account Code | Expenditures | Actuals FY 2018-2019 | Budgeted FY 2019-2020 | Actuals to Date FY 2019-2020 | Budgeted FY 2020-2021 | Budgeted FY 2021-2022 |
|--------------|------------------------------------|----------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 40-41-7483 | Utilities/Waste Cost | 12,448 | 5,000 | 7,435 | 5,000 | 5,000 |
| 40-41-7526 | Miscellaneous Bank Charges | 778 | 0 | 341 | 0 | 0 |
| 40-41-7527 | Miscellaneous Services & Suppl | 606 | 2,000 | 109 | 2,000 | 2,000 |
| 40-41-7534 | Special Expense | 0 | 1,000 | 0 | 1,000 | 1,000 |
| 40-41-7536 | Operating Transfer Out | 248,037 | 0 | 0 | 0 | 0 |
| 40-41-7542 | Taxes & Assessments | 0 | 2,000 | 0 | 2,000 | 2,000 |
| 40-41-7543 | Interfund Investment Prop Tax | 0 | 300 | 0 | 300 | 300 |
| 40-41-7544 | Reimbursement for County Admin | 0 | 500 | 0 | 500 | 500 |
| 40-41-7545 | Revenue Collection | 5,364 | 2,000 | 5,207 | 5,500 | 5,500 |
| 40-41-7549 | Public Works - Permits | 0 | 500 | 0 | 500 | 500 |
| 40-41-7550 | Property Taxes | 3,379 | 3,000 | 1,463 | 3,000 | 3,000 |
| 40-41-7551 | CCC DB Sign Replacement | 1,019 | 5,000 | 979 | 2,000 | 2,000 |
| 40-41-7585 | Gain or Loss Disposal/Sale of | 44,677 | 0 | 0 | 0 | 0 |
| 40-41-8000 | Salary & Wages | 194,188 | 265,000 | 132,256 | 204,394 | 246,510 |
| 40-41-8003 | ER Taxes | 15,269 | 0 | 0 | 0 | 0 |
| 40-41-8150 | Temporary Employees | 0 | 0 | 1,465 | 0 | 0 |
| 40-41-8180 | Training Conferences Travel | 0 | 2,500 | 278 | 1,000 | 500 |
| 40-41-8182 | <i>Travel & Meetings</i> | 242 | 0 | 0 | 0 | 0 |
| 40-41-8197 | <i>Train, Meet & Education</i> | 425 | 0 | 576 | 0 | 0 |
| 40-41-8210 | Dues & Subscriptions | 175 | 300 | 175 | 0 | 0 |
| 40-41-8225 | Memberships | 979 | 500 | 913 | 500 | 500 |
| 40-41-8255 | Donation Expenditures | 6,273 | 0 | 7,422 | 6,000 | 6,000 |
| 40-41-8256 | Events | 5,793 | 3,000 | 463 | 1,500 | 1,500 |
| 40-41-8271 | Consulting Services | 316 | 0 | 0 | 0 | 0 |
| 40-41-8273 | Professional Fees | 0 | 0 | 0 | 0 | 0 |
| 40-41-8286 | Legal - General | 13,989 | 1,500 | 7,087 | 10,000 | 5,000 |
| 40-41-8301 | Annual Audit Services | 1,000 | 1,000 | 0 | 1,000 | 1,000 |
| 40-41-8317 | Advertising | 14,484 | 16,000 | 9,526 | 15,000 | 15,000 |
| 40-41-8319 | Internet Website | 0 | 0 | 0 | 0 | 0 |
| 40-41-8361 | Telephone - general | 4,825 | 5,000 | 2,728 | 4,000 | 4,000 |
| 40-41-8362 | Telecom - networking | 2,453 | 3,000 | 1,582 | 2,500 | 2,500 |
| 40-41-8363 | Telephone - cellular | 645 | 1,200 | 433 | 1,000 | 1,000 |
| 40-41-8392 | Vehicle & Equipment - Fuel | 0 | 100 | 4 | 0 | 0 |
| 40-41-8393 | Vehicle & Equipment Sup & Rep | 0 | 0 | 105 | 0 | 0 |
| 40-41-8406 | General Repairs | 2,500 | 5,000 | 776 | 5,000 | 5,000 |

| Account Code | Expenditures | Actuals to Date FY 2018-2019 | Budgeted FY 2019-2020 | Actuals to Date FY 2019-2020 | Budgeted FY 2020-2021 | Budgeted FY 2021-2022 |
|--------------|----------------------------------|---------------------------------|--------------------------|---------------------------------|--------------------------|--------------------------|
| 40-41-8408 | Special Equipment | 765 | 100 | 313 | 100 | 100 |
| 40-41-8409 | Info System - Maintenance | 110 | 2,000 | 3,370 | 2,000 | 2,000 |
| 40-41-8410 | Equipment Maintenance | 100 | 800 | 0 | 800 | 800 |
| 40-41-8411 | Software Hosting | 4,665 | 5,000 | 3,244 | 5,000 | 5,000 |
| 40-41-8412 | Computer Equipment & Supplies | 180 | 1,500 | 724 | 500 | 500 |
| 40-41-8413 | Miscellaneous Small Tools | 84 | 500 | 0 | 500 | 500 |
| 40-41-8422 | Minor Equipment/Furniture | 46 | 0 | 0 | 0 | 0 |
| 40-41-8424 | Postage | 3,027 | 6,000 | 3,173 | 3,500 | 3,500 |
| 40-41-8425 | Office Supplies | 3,476 | 4,000 | 2,894 | 4,000 | 4,000 |
| 40-41-8438 | Rent & Facility Expense | 53 | 0 | 767 | 0 | 0 |
| 40-41-8439 | Equipment Rental/Leasing | 0 | 1,000 | 0 | 0 | 0 |
| 40-41-8440 | Facility Maintenance - Landscape | 17,714 | 15,000 | 1,360 | 12,000 | 12,000 |
| 40-41-8441 | Building Maintenance | 11,141 | 15,000 | 6,271 | 13,000 | 13,000 |
| 40-41-8442 | Pool Maintenance | 467 | 10,500 | 0 | 2,500 | 11,000 |
| 40-41-8451 | Insurance Liability & Property | 3,600 | 3,500 | 3,600 | 10,439 | 12,483 |
| 40-41-8453 | Insurance - Property | 270 | 1,000 | 0 | 0 | 0 |
| 40-41-8466 | Permits & Fees | 1,132 | 2,000 | 835 | 2,000 | 2,000 |
| 40-41-8469 | Personal Protective Equipment | 0 | 600 | 289 | 600 | 600 |
| 40-41-8470 | Safety Equipment & Supplies | 658 | 1,500 | 457 | 1,000 | 1,000 |
| 40-41-8481 | Utilities/Electrical Cost | 12,083 | 24,000 | 6,944 | 13,000 | 28,000 |
| 40-41-8482 | Utilities/Water Cost | 9,689 | 14,000 | 8,308 | 14,000 | 14,000 |
| 40-41-8483 | Utilities/Waste Cost | 6,648 | 6,000 | 2,170 | 6,000 | 7,000 |
| 40-41-8495 | Chemicals | 3,523 | 10,000 | 0 | 1,000 | 12,000 |
| 40-41-8526 | Miscellaneous Bank Charges | 4,278 | 2,500 | 2,306 | 2,500 | 2,500 |
| 40-41-8527 | Miscellaneous Services & Suppl | 296 | 1,000 | 335 | 500 | 500 |
| 40-41-8534 | Special Expense | 0 | 300 | 0 | 0 | 0 |
| 40-41-8535 | Credit Memo | 2,054 | 3,500 | 424 | 2,500 | 2,500 |
| 40-41-8539 | COGS - Community Center | 0 | 300 | 567 | 600 | 600 |
| 40-41-8540 | Swim Team Expenses | 14,550 | 0 | 22,266 | 0 | 0 |
| 40-41-8541 | Food Exp | 0 | 100 | 0 | 100 | 100 |
| 40-41-8542 | Beverage Exp | 0 | 500 | 0 | 100 | 500 |
| 40-41-8543 | Program Fees | 21,510 | 35,000 | 17,943 | 30,000 | 35,000 |
| 40-41-8548 | Inter-governmental Charges | 0 | 200 | 0 | 200 | 200 |
| 40-41-8550 | Property Taxes | 470 | 500 | 470 | 500 | 500 |

| Account Code | Expenditures | Actuals FY 2018-2019 | Budgeted FY 2019-2020 | Actuals to Date FY 2019-2020 | Budgeted FY 2020-2021 | Budgeted FY 2021-2022 |
|--------------|--------------|----------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| | Total | \$1,205,007 | \$885,450 | \$496,322 | \$800,844 | \$889,915 |

Capital Improvements

| Account Code | Capital Improvements | Actual FY 2018-2019 | Budgeted FY 2019-2020 | Actuals to Date FY 2019-2020 | Budgeted FY 2020-2021 | Budgeted FY 2021-2022 |
|--------------|--------------------------|---------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| | Landscaping/Streetscapes | | 150,000 | 9,510 | 85,000 | 500,000 |
| | Parks | 131,109 | 335,000 | 50,593 | 495,000 | 210,000 |
| | Building/Equipment | 22,725 | | | | |
| | Total | \$153,834 | \$485,000 | \$60,103 | \$580,000 | \$710,000 |

Zone #8 maintains the front entrance into Discovery Bay, the streetscapes, Cornell Park, and manages the Community Center park grounds. In fiscal year 20/21 plans are underway to complete;

- The Community Center Pool Project
- Convert Tennis Courts 3 & 4 to Pickleball courts
- Landscaping Master Plan

For a complete listing of capital projects and associated costs please see page 48.

Budgeted Fund Summary

| Zone 8 Fund Summary | Year End Fund Balance FY 19/20 | Budgeted Revenues FY 19/20 | Budgeted Expenses FY 19/20 | Budgeted Fund Balance FY 19/20 | Estimated Revenues FY 20/21 | Estimate Expenses FY 20/21 | Estimate Fund Balance FY 20/21 | Estimated Revenues FY 21/22 | Estimate Expenses FY 21/22 | Estimate Fund Balance FY 21/22 |
|------------------------------------|--------------------------------|----------------------------|----------------------------|--------------------------------|-----------------------------|----------------------------|--------------------------------|-----------------------------|----------------------------|--------------------------------|
| Beginning Fund Balance (Carryover) | | 2,179,796 | | | 1,859,436 | | | 1,327,947 | | |
| O&M Funds | 1,405,589 | 885,450 | 885,450 | 1,405,589 | 800,844 | 800,844 | 1,405,589 | 889,915 | 889,915 | 1,405,589 |
| Capital Improvement Funds | 304,207 | 129,640 | 485,000 | (51,153) | 18,511 | 550,000 | (582,642) | (52,983) | 710,000 | (1,345,625) |
| Revolving Funds | 70,000 | 35,000 | - | 105,000 | | | 105,000 | | - | 105,000 |
| Reserve Funds | 400,000 | - | - | 400,000 | - | - | 400,000 | - | - | 400,000 |
| YE Fund Balance | 2,179,796 | 3,229,886 | 1,370,450 | 1,859,436 | 2,678,791 | 1,350,844 | 1,327,947 | 2,164,879 | 1,599,915 | 564,964 |

The Zone 8 revenue is distributed to the O&M Funds, the Capital Improvements Funds, the Revolving Funds and the Reserve Funds per the annual budget.

O&M Funds are District revenues and expenses needed to operate the Lighting & Landscaping Zone 8 Services Department. This fund maintains a balance of 20-22% of the O&M expenses for operational cash flow.

Capital Improvement Funds are Zone 8 revenues and expenses needed for capital improvements of the landscaping and parks including the Community Center. These funds are generally budgeted revenues comprised of property taxes; and from cost recovery fees and charges derived from the recreational classes, facility rentals, donations, novelty/beverage/food sales and community center events.

Revolving Funds are for the future maintenance or improvements of the landscaping, parks, and vehicles replacements.

Reserve Funds have been established for emergency use for the Lighting and Landscape Zone 8 Department. This reserve is 50% of the Zone 8 operating budget.

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Lighting & Landscaping Zone #9 Services Revenue, Operations & Maintenance, and Capital Improvements

The Lighting and Landscaping Zone #9 (Zone 9) receives its revenues from an Assessment. Annually an engineering report is completed by Herwit Engineering. The District uses this engineering report to calculate the operating revenue needed to maintain and operate the Lighting and Landscaping Zone 9.

Revenue

| Account Code | Revenue | Actuals FY 2018-2019 | Budgeted FY 2019-2020 | Actuals to Date FY 2019-2020 | Budgeted FY 2020-2021 | Budgeted FY 2021-2022 |
|--------------|---------------------------|----------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 41-31-5120 | Assessment Income | 133,680 | 143,521 | 74,230 | 146,391 | 149,319 |
| 41-31-5226 | CCC Vehicle Reimbursement | 17,825 | 13,000 | 0 | 13,000 | 13,000 |
| | Total | \$151,505 | \$156,521 | \$74,230 | \$159,391 | \$162,319 |

Expenditures

| Account Code | Expenditures | Actuals FY 2018-2019 | Budgeted FY 2019-2020 | Actuals to Date FY 2019-2020 | Budgeted FY 2020-2021 | Budgeted FY 2021-2022 |
|--------------|---------------------------------|----------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 41-41-7000 | Salary & Wages | 25,903 | 61,000 | 16,656 | 42,000 | 45,840 |
| 41-41-7003 | ER Taxes | 2,004 | 0 | 0 | 0 | 0 |
| 41-41-7135 | Vacation | 358 | 0 | 0 | 0 | 0 |
| 41-41-7150 | Temporary Employees | 0 | 0 | 1,316 | 0 | 0 |
| 41-41-7165 | Board of Directors Compensation | 230 | 0 | 0 | 0 | 0 |
| 41-41-7180 | Training Conferences Travel | 0 | 1,000 | 1,059 | 1,000 | 1,000 |
| 41-41-7181 | Travel & Meetings - BOD | 201 | 0 | 0 | 0 | 0 |
| 41-41-7196 | Training & Education - BOD | 850 | 0 | 0 | 0 | 0 |
| 41-41-7197 | Train, Meet & Education | 355 | 0 | 269 | 0 | 0 |
| 41-41-7210 | Dues & Subscriptions | 0 | 200 | 0 | 200 | 200 |
| 41-41-7225 | Memberships | 127 | 400 | 0 | 400 | 400 |
| 41-41-7271 | Consulting Services | 264 | 3,900 | 395 | 3,900 | 3,900 |
| 41-41-7286 | Legal - General | 0 | 1,000 | 1,370 | 1,000 | 1,000 |
| 41-41-7301 | Annual Audit Services | 2,200 | 2,000 | 0 | 2,000 | 2,000 |
| 41-41-7317 | Advertising | 0 | 0 | 750 | 0 | 0 |
| 41-41-7361 | Telephone - general | 99 | 1,000 | 103 | 1,000 | 500 |
| 41-41-7362 | Telecom - networking | 86 | 700 | 166 | 700 | 500 |
| 41-41-7363 | Telephone - cellular | 1,158 | 1,200 | 1,042 | 1,200 | 1,200 |

| Account Code | Expenditures | Actuals FY 2018-2019 | Budgeted FY 2019-2020 | Actuals to Date FY 2019-2020 | Budgeted FY 2020-2021 | Budgeted FY 2021-2022 |
|--------------|----------------------------------|----------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 41-41-7376 | Road/Construction Materials | 0 | 200 | 0 | 200 | 200 |
| 41-41-7392 | Vehicle & Equipment - Fuel | 5,069 | 5,000 | 3,328 | 5,000 | 5,000 |
| 41-41-7393 | Vehicle & Equipment Sup & Rep | 3,089 | 1,500 | 1,109 | 2,000 | 2,000 |
| 41-41-7406 | General Repairs | 0 | 100 | 0 | 100 | 100 |
| 41-41-7409 | Info System - Maintenance | 0 | 1,000 | 0 | 1,000 | 500 |
| 41-41-7410 | Equipment Maintenance | 290 | 1,500 | 394 | 1,500 | 1,500 |
| 41-41-7412 | Computer Equipment & Supplies | 0 | 750 | 1,890 | 750 | 750 |
| 41-41-7413 | Miscellaneous Small Tools | 2,232 | 3,000 | 211 | 2,500 | 2,500 |
| 41-41-7414 | Equipment Repair | 846 | 1,500 | 572 | 1,250 | 1,250 |
| 41-41-7415 | Computer Software | 0 | 0 | 90 | 0 | 0 |
| 41-41-7421 | Cleaning Supplies | 0 | 500 | 29 | 500 | 500 |
| 41-41-7422 | Minor Equipment/Furniture | 0 | 500 | 0 | 500 | 500 |
| 41-41-7424 | Postage | 0 | 50 | 0 | 50 | 50 |
| 41-41-7425 | Office Supplies | 0 | 500 | 177 | 500 | 500 |
| 41-41-7438 | Building Rent | 15,600 | 9,000 | 0 | 9,000 | 9,000 |
| 41-41-7439 | Equipment Rental/Leasing | 0 | 1,000 | 0 | 1,000 | 1,000 |
| 41-41-7440 | Facility Maintenance - Landscape | 9,521 | 17,000 | 1,043 | 17,000 | 17,000 |
| 41-41-7441 | Building Maintenance | 4,284 | 3,000 | 3,669 | 4,000 | 4,000 |
| 41-41-7451 | Insurance Liability & Property | 165 | 1,200 | 1,200 | 1,680 | 2,016 |
| 41-41-7469 | Personal Protective Equipment | 1,836 | 3,000 | 1,932 | 3,000 | 3,000 |
| 41-41-7470 | Safety Equipment & Supplies | 391 | 0 | 20 | 0 | 0 |
| 41-41-7481 | Utilities/Electrical Cost | 1,164 | 1,350 | 840 | 1,350 | 1,350 |
| 41-41-7482 | Utilities/Water Cost | 23,744 | 20,000 | 12,835 | 25,000 | 25,375 |
| 41-41-7483 | Utilities/Waste Cost | 1,971 | 1,500 | 2,552 | 3,000 | 3,000 |
| 41-41-7526 | Miscellaneous Bank Charges | 0 | 0 | 110 | 0 | 0 |
| 41-41-7527 | Miscellaneous Services & Suppl | 50 | 500 | 320 | 500 | 500 |
| 41-41-7534 | Special Expense | 0 | 500 | 0 | 500 | 500 |
| 41-41-7536 | Operating Transfer Out | 48,066 | 0 | 0 | 0 | 0 |
| 41-41-7542 | Taxes & Assessments | 0 | 0 | 423 | 0 | 0 |

| Account Code | Expenditures | Actuals FY 2018-2019 | Budgeted FY 2019-2020 | Actuals to Date FY 2019-2020 | Budgeted FY 2020-2021 | Budgeted FY 2021-2022 |
|--------------|--------------------|----------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 41-41-7545 | Revenue Collection | 423 | 600 | 0 | 600 | 600 |
| 41-41-7550 | Property Taxes | 0 | 1,000 | 0 | 1,000 | 1,000 |
| | Total | \$152,575 | \$148,150 | \$55,868 | \$136,880 | \$140,231 |

Capital Improvements

| Account Code | Capital Improvements | Actual FY 2018-2019 | Budgeted FY 2019-2020 | Actuals to Date FY 2019-2020 | Budgeted FY 2020-2021 | Budgeted FY 2021-2022 |
|--------------|--------------------------|---------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| | Landscaping/Streetscapes | 0 | 0 | 0 | 0 | 0 |
| | Parks | 0 | 173,000 | 100,000 | 0 | 0 |
| | Building/Equipment | 22,725 | 0 | 0 | 0 | 0 |
| | Total | \$22,725 | \$173,000 | \$100,000 | \$0 | \$0 |

Lighting and Landscaping Zone 9 is the Ravenswood area of Discovery Bay. There are no capital improvement plans for FY20/21.

Budgeted Fund Summary

| Zone 9 Fund Summary | Year End Fund Balance FY 19/20 | Budgeted Revenues FY 19/20 | Budgeted Expenses FY 19/20 | Budgeted Fund Balance FY 19/20 | Estimated Revenues FY 20/21 | Estimate Expenses FY 20/21 | Estimate Fund Balance FY 20/21 | Estimated Revenues FY 21/22 | Estimate Expenses FY 21/22 | Estimate Fund Balance FY 21/22 |
|------------------------------------|--------------------------------|----------------------------|----------------------------|--------------------------------|-----------------------------|----------------------------|--------------------------------|-----------------------------|----------------------------|--------------------------------|
| Beginning Fund Balance (Carryover) | | 298,677 | | | 134,048 | | | 156,559 | | |
| O&M Funds | - | 148,150 | 148,150 | - | 136,880 | 136,880 | - | 140,231 | 140,231 | - |
| Capital Improvement Funds | 198,677 | (36,629) | 173,000 | (10,952) | 2,511 | - | (8,441) | 2,088 | | (6,353) |
| Revolving Funds | 25,000 | 45,000 | - | 70,000 | 20,000 | | 90,000 | 20,000 | - | 110,000 |
| Reserve Funds | 75,000 | - | - | 75,000 | - | - | 75,000 | - | - | 75,000 |
| YE Fund Balance | 298,677 | 455,198 | 321,150 | 134,048 | 293,439 | 136,880 | 156,559 | 318,878 | 140,231 | 178,647 |

The Zone 9 revenue is distributed to the O&M Funds, the Capital Improvements Funds, the Revolving Funds and the Reserve Funds per the annual budget.

O&M Funds are District revenues and expenses needed to operate the Lighting & Landscaping Zone 9 Services Department. This fund maintains a balance of 20-22% of the O&M expenses for operational cash flow.

Capital Improvement Funds are Zone 9 revenues and expenses needed for capital improvements of the landscaping and parks. These funds are generally budgeted revenues comprised of the Engineering Report Assessment.

Revolving Funds are for the future maintenance or improvements of the landscaping, parks, and vehicles replacements.

Reserve Funds have been established for emergency use for the Zone 9 Lighting & Landscape Department. This reserve is 50% of the Zone 9 operating budget.

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Lighting & Landscaping Zone #9 Engineer's Report

As part of the annual assessment process for the Ravenswood Improvement District (Zone 9), the Town of Discovery Bay Board of Directors adopt a Resolution annually, which directs HERWIT Engineering to prepare the assessment report. HERWIT provides the Draft of the Final Assessment Engineer's Report to District Staff. In that report, HERWIT determines assessed costs per parcel based on the operating budget.

HERWIT Engineering lists all factors leading to any increased assessment as well as the funds needed to maintain the reserve amount and cover the increased cost of operations.

The Annual Assessment can be viewed on the Districts website at <http://www.todb.ca.gov/>.

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Capital Projects

The Capital Improvement Projects for Fiscal Year 2020/2021 are valued at \$5,060,280. The budgeted projects include funding necessary to properly service, maintain and support the essential functions of District operations; continued rehabilitation of the wastewater lift stations as well as Water and Wastewater pipeline maintenance and replacements, Lighting & Landscaping Projects, and equipment purchases.

Wastewater Capital Improvements and Structures & Replacements

For FY 2020/2021 the Wastewater CIP and Structures & Replacements represent four (4) major projects with multiple components per project for a total combined cost of \$870,280. These costs are allocated to the approved CIP projects including, Lift Station Improvements, Plant 1 Refurbishment, Denitrification Design, Wastewater Distribution System & Maintenance.

Water Capital Improvements and Structures & Replacements

For FY 2020/2021 The Water CIP and Structures & Replacements includes five (5) projects at a total combined cost of \$2,880,000. The CIP projects include Water Supply Capacity (source, treatment & storage) and Upgrades & Maintenance of the Existing Water Supply Facilities, Water Distribution System Upgrades and Replacements, Water Master & Asset Management Plan, as well as Infrastructure Replacements as required.

Vehicle Capital

The District plans to purchase a new truck in fiscal year 2020/2021 for an estimated cost at \$40,000.

Building and Improvements Capital

In fiscal year 2020/2021, the District plans to improve upon its physical security systems at our Water & Wastewater plant facilities. New electronic gates and locks will be installed at all operation facilities for an estimated cost of \$150,000 along with an upgrade to its Cyber Security and Information Technology platforms for an estimated cost of \$150,000. The District plans to begin the process of relocating its offices away from Treatment Plant on Willow Lake Road.

Revolving funds for Infrastructure Replacements and Maintenance

In fiscal year 2020/2021, the District plans to add additional funds into the infrastructure replacement funds. \$275,000 for wastewater, \$250,000 for water.

Lighting & Landscaping Zone #8, Community Center & Zone #9 Capital

Zone 8 Community Center Pool project is currently under review. Zone #9 does not have any capital projects for FY 2020/2021.

Capital Project Listing

| Project # | Project Name | FY 20/21 Year (1) | FY 21/22 Year (2) | FY 22/23 Year (3) | FY 23/24 Year (4) | FY 24/25 Year (5) |
|--|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| Water | | | | | | |
| CIP for Water Supply Capacity (Source, Treatment and Storage) | | | | | | |
| 6001 | Well 8 - Site Acquisition, CEQA, Exploratory, Production Well, Pipeline, Design & Construction for 1,800 gpm well (STAND ALONE WELL PROJECT) Entire Project, including engineering, studies, monitoring well | 750,000 | 2,650,000 | 877,500 | | |
| | Abandon and Destroy Well 5A and Site Decommissioning | | | 75,000 | | |
| Upgrades and Maintenance for Existing Water Supply Facilities | | | | | | |
| 6003 | Well Rehab every 3-4 years (Wells 1B, 2, 4A, 6) going to do 1B first | 250,000 | | | 200,000 | |
| 6007 | Filter Repair (Newport & Willow) | 100,000 | 218,000 | | | |
| Water - Replacements | | | | | | |
| 6010 | Mainline CIP Program Long-Term (budget to replace/upgrade 46 Miles total for DB) REPLACE 18 MILES OF ORIGINAL AC PIPE | | 500,000 | 750,000 | 1,000,000 | 1,500,000 |
| 6011 | Cathodic Protection | 250,000 | | | | |
| 6013 | 6-inch pipeline replacement Lakeview Business Park (400 ft. Firwood to business park) | 290,000 | | | | |
| 6015 | Edgeview St. Andrews /Clubhouse | 300,000 | | | | |
| 6021 | Marina Underwater Crossing | 600,000 | | | | |
| | Additional Capital Improvements - Water Distribution System & Maintenance | 25,000 | 25,000 | | | |
| Master Plans | | | | | | |
| 6018 | Water Master & Asset Management Plans | 250,000 | | | | |
| 6019 | 2020 Urban Water Management Plan (state mandated) | 40,000 | | | | |
| 6020 | America's Water Infrastructure Act (AWIA) Emergency Response & Emergency Preparedness Plans | 25,000 | | | | |

Capital Project Listing (Continued)

| Project # | Project Name | FY 20/21 Year (1) | FY 21/22 Year (2) | FY 22/23 Year (3) | FY 23/24 Year (4) | FY 24/25 Year (5) |
|---------------------------------|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| Wastewater | | | | | | |
| 7001 | Annual Wastewater Lift Station Improvements | 150,000 | 200,000 | | | |
| | Clarifier Rehabilitation-Wastewater System | 5,000 | 150,000 | - | 299,000 | - |
| | Wastewater Treatment Plant 1 Refurbishment | 178,112 | 3,628,575 | 490,908 | - | - |
| | Additional Capital Improvements - Wastewater System & Maintenance | 110,000 | 230,000 | 225,000 | 132,000 | - |
| | Other Mast Plan Projects | | | | 180,000 | 362,000 |
| 7018 | Denitrification Project | 427,168 | 4,221,029 | 4,288,029 | - | - |
| 7019 | Mainline Piping Replacement - 235 ft of pipe replacement Lakeview Business Plaza from Cherry Hills | | | | 250,000 | |
| Relocate District Office | | | | | | |
| 8002 | Move District Main Office Building to new site due to Willow Lake Storage Tank | 400,000 | 2,600,000 | | | |
| 8003 | Vehicle & Equipment Purchases - Truck | 40,000 | | | | |
| 8004 | District Security Phase 3 | 150,000 | | | | |
| 8005 | Cyber Security/Information Technology - system and hardware upgrades | 150,000 | | | | 100,000 |
| Zone 8 | | | | | | |
| | Pool Refurbishment or New Pool - DECISION TO BE DETERMINED | 360,000 | | | | |
| Tennis Courts | | | | | | |
| | Courts 1&2 | | | | | 30,000 |
| | Courts 3&4 (Grant to change to Pickleball) | 68,000 | | | | |
| | Courts 5&6 | 30,000 | | | | |
| | Courts 7&8 | | 30,000 | | | |
| | Storage Replacement (kids club) including concrete slab | | 30,000 | | | |
| | HVAC Back of the building) | 12,000 | | | | |
| | Property Fencing | 25,000 | | | | |

Capital Project Listing (Continued)

| Project # | Project Name | FY 20/21 Year (1) | FY 21/22 Year (2) | FY 22/23 Year (3) | FY 23/24 Year (4) | FY 24/25 Year (5) |
|---------------|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| | Bathroom Remodel ADA (also included with new pool) | | | 115,000 | | |
| | Electrical (repair current electrical system and install new lighting-throughout property) | | 150,000 | | | |
| | Paint outside building replace dry rot | | | | | 300,000 |
| | Replace interior wood doors (3) ADA | | | 80,000 | | |
| 4001 | Landscaping | | | | | |
| | Medians landscape replacement-DB BLVD | | 100,000 | | | |
| | Master Plan | 85,000 | | | | |
| | Clipper Drive - Planting & Enhancements | | 250,000 | | | |
| | Newport Dr. from Capstan to Clipper Planting & Enhancements | | 150,000 | | | |
| | Willow Lake Ct- Sprinklers & Planting | | | | 18,000 | |
| 4002 | Parks | | | | | |
| | Basketball Court - resurfacing | | | 20,000 | | |
| | Bocce Ball & Horseshoe Pit (removal) | | | 10,000 | | |
| Zone 9 | | | | | | |
| 5000 | Parks | | | | | |
| | Ravenswood enhancements | | | 20,000 | | |
| 5002 | Landscaping | | | | | |
| | Poe enhancements | | | | | 350,000 |
| | Wilde enhancements | | | 20,000 | | |
| | Total Budget | 5,070,280 | 15,132,604 | 6,971,437 | 2,079,000 | 2,642,000 |

Public Financing Authority

A Public Financing Authority or (PFA) is a tax-exempt bond issuing authority that was created by local governments, for local governments, with the goal of increasing and streamlining economic development projects. PFA was established to simplify the issuance of conduit bonds.

The Town of Discovery Bay, prior to issuing Revenue Bonds that will be necessary to finance large capital projects, must first become a member of a financing authority. While there are a number of financing authorities throughout the state which the District could join and become a member, it is also not uncommon for two agencies to form their own Joint Powers Authority (JPA) to facilitate the establishment of a financing authority.

In 2012 District staff met with the staff of the Byron Bethany Irrigation District (BBID) and both parties along with their Board of Directors decided that the two agencies create a JPA to establish a financing authority. As a result, two separate JPA's were formed – one for the benefit of Discovery Bay and one for the benefit of the BBID. This provides both agencies the ability to utilize the JPA as a financing authority as they deem appropriate. Each JPA is solely responsible for their Authority.

The JPA's mutually benefit both the Town as well as the BBID in that either district could utilize the financing powers of their respective JPA to issue Municipal Bonds as future needs arise.

The formation of the JPA's requires two separate legal public entities to facilitate the creation of a new legal entity in accordance with Article 1 of Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California. It is a five-member board governs the Town of Discovery Bay JPA, comprised of the Board of Directors for the Town and a five-member board governs the BBID JPA, comprised of the Board of Directors for the BBID (the "Governing Board(s)").

At the time of the formation, there were minimal cost implications to the Town of Discovery. The costs were related to staff time spent on administrative tasks associated with meetings of the JPA. In the future, there would be significant interest cost savings for financings associated with the JPA.

Debt Service

The 2012 Municipal bonds were issued for \$14,100,000. The projects under this bond are listed below:

** to date all monies have been expended.*

| 2012 Bonded Projects | Bond Year | Project Cost |
|---|-----------|-------------------------|
| Water Project Improvements | | |
| Planning & Construction of Well #7 | 2012 | \$1,500,000.00 |
| | | |
| Wastewater Project Improvements | | \$250,000.00 |
| UV Bank 4 Installation | 2012 | \$500,000.00 |
| Lift Station F Rehabilitation | 2012 | \$1,050,000.00 |
| Influent Pump station | 2012 | \$400,000.00 |
| Re-Activate Pump Station W | 2012 | \$250,000.00 |
| Emergency Storage Facilities | 2012 | \$6,050,000.00 |
| Splitter Box, Ox Ditch, Clarifier, RAS Pumps at Plant 2, Standby Aerators | 2012 | \$3,800,000.00 |
| New Solar Dryer and Belt Presses | 2012 | \$300,000.00 |
| Contingency | 2012 | |
| | | |
| Total | | *\$14,100,000.00 |

In 2017 the District issued its second Municipal bond for \$8,825,000. The projects under this bond are listed below: ** investors paid a premium for these bonds, variance between \$8.825M and \$8.900M.*

| 2017 Bonded Projects | Bond Year | Project Cost |
|--|-----------|------------------------|
| Water Project Improvements | | |
| Water Meter Completion Project | 2017 | \$1,500,000.00 |
| | | |
| Wastewater Project Improvements | | |
| Filtration Project | 2017 | \$7,400,000.00 |
| | | |
| Total | | *\$8,900,000.00 |

Debt Service Payments

| Debit Service Payments | Bond | Date | Amount Paid |
|------------------------|------|--------------|-----------------------|
| Deutsche Bank | 2012 | November-12 | \$139,167.40 |
| Deutsche Bank | 2012 | April-13 | \$254,283.46 |
| US Bank | 2012 | October-13 | \$559,355.55 |
| US Bank | 2012 | April-14 | \$266,453.90 |
| US Bank | 2012 | October-14 | \$561,456.04 |
| US Bank | 2012 | April-15 | \$263,505.78 |
| US Bank | 2012 | November-15 | \$586,505.15 |
| US Bank | 2012 | April-16 | \$258,919.88 |
| US Bank | 2012 | September-16 | \$568,886.14 |
| US Bank | 2012 | April-17 | \$257,218.89 |
| US Bank | 2012 | October-17 | \$567,173.50 |
| US Bank | 2017 | October-17 | \$248,064.90 |
| US Bank | 2012 | April-18 | \$255,010.04 |
| US Bank | 2017 | April-18 | \$176,382.68 |
| US Bank | 2012 | November-18 | \$570,155.47 |
| US Bank | 2017 | November-18 | \$351,350.00 |
| US Bank | 2012 | April-19 | \$252,651.47 |
| US Bank | 2017 | April-19 | \$173,655.85 |
| US Bank | 2012 | October-19 | \$572,675.43 |
| US Bank | 2017 | October-19 | \$180,536.20 |
| US Bank | 2012 | April-20 | \$249,427.78 |
| US Bank | 2017 | April-20 | \$169,652.24 |
| Total | | | \$7,482,487.75 |

| Future Debit Service Payments | Bond | Date | Annual Amount |
|-------------------------------|------|-----------------------|---------------|
| US Bank | 2012 | Fiscal Year 2020-2021 | \$829,762.50 |
| US Bank | 2017 | Fiscal Year 2020-2021 | \$526,568.75 |

District Awards

The Town has earned District of Distinction, District Transparency Certificate of Excellence, and Special District Governance Platinum-Level through *Special District Leadership Foundation (SDLF)*.

**(The District of Distinction was awarded in 2014, 2016 and 2018. The recertification process is every two years.)*

The Board of Directors and the General Manager of the Town of Discovery Bay have each achieved individual recognition in SDLF Special District Governance

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Supplemental Information

Glossary

ADOPTED OPERATING BUDGET: The official budget as approved by the Board of Directors at the start of each fiscal year.

APPROPRIATION: A legal authorization by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and to the time when it may be expended.

BENEFITS: These include retirement/pension, health, life and disability insurance, worker's compensation, vacation, administrative, medical, and special leave of absence time.

BUDGET: A plan of financial operation comprised of estimated expenditures for a given period (a single fiscal year for the District) and the proposed means of financing the expenditures (through revenues).

BUDGET MESSAGE: A written discussion of the proposed budget presented by the Finance Manager to the Board of Directors.

CAPITAL IMPROVEMENT PROJECT: The budget unit to group all activities and costs necessary to implement a specific capital improvement and/or acquisition. A project can include the construction, acquisition, expansion, replacement, or rehabilitation of a physical facility or improvement. Projects often include planning and design, land acquisition, and project management costs related to such facilities and improvements.

DEBT SERVICE: Established for the payment of interest and principal on all debt other than payable exclusively from special assessments.

DEPARTMENT: A major organizational group of the District with overall management responsibility for an operation or a group of related operations within a functional area.

EXPENSES: Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

FISCAL YEAR: A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position, the results of the operations, and adopts a budget for the coming year. The Town of Discovery Bay's fiscal year is from July 1 to June 30.

FUND: A fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts, recording resources, related liabilities, obligations, reserves, and equities segregated for the purpose of carrying out specific activities of attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND BALANCE: Is an accumulation of revenues minus expenditures. Each fund maintained by the District has a fund balance. Fund balance can be used in future years for purposes determined by Board of Directors.

OBJECTIVE: A simply stated, readily measurable statement of aim or expected accomplishment within the fiscal year. A good statement of objective should imply a specific standard of performance for a given program.

PRELIMINARY BUDGET: A budget in its preliminary preparation stage prior to review and formulation by the Board of Directors. In the preliminary stage, a budget forecasting current costs into the future and new or modified spending proposals for the future.

PROPOSED BUDGET: The budget as formulated and proposed by Finance Manager; it is submitted to the Board of Directors for review and approval.

RESOLUTION: A special or temporary order of a legislative body requiring less formality than an ordinance.

REVENUE: Money that the District receives as income such as utility payments, fees from specific services, receipts from other governments, fines, grants, and interest income.

SALARIES AND BENEFITS: Compensation paid to or on behalf of District employees for salaries and wages, and overtime. Benefits include health, and life, Dental and Vision.

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